

### **Advertisement**

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

**Vacancy:** Roving logistic Officer

**Reports to:** Operation Manager

**Duty Station:** Juba

**Start Date:** ASAP

**Posting Date:** December 7, 2022

**Deadline of Application:** December 29, 2022.

### **Job Summary**

- Responsible for logistics in Juba supporting the field base operations
- Logistics paperwork/fieldwork.
- Participate in seasonal assets counts
- Stand in for the operations officer in his/her absence.
- With a generous and serving spirit perform all other tasks and responsibilities assigned by management from time to time.
- Maintaining Christian witness to the communities.

### **Key Responsibilities**

- Familiarize with Samaritan's Purse Logistics & Procurement policy and procedure and all donor policies and compliance.
- Support the field logistician in sourcing local procurement
- Coordinate with the Program Manager, Operations Officer, Senior Operations Manager, and Procurement and Logistic Manager to procure items for the project's sites.
- On directives from the Operations officer, Procurement & Logistics Manager, Snr Operations Manager to perform market research and to identify potential suppliers, new products or services and ensure Samaritan's Purse receives value for money.
- Taking a lead in Suppliers vetting process in the field offices
- Conducts training for the field sites staff to familiarize them with the field operations guidelines and SOP
- Training field Log offices on best warehouse practice and management by ensuring that adequate storage space is available at each site
- Coordinate land and air options for moving goods with charter flights, logs cluster, and MAS flights from the field
- Responsible for processing documents from the Government Ministries not limited to tax exemptions, travel authorization from the Ministry of humanitarian affairs, airport authorities, especially when sending bulk cargo, passengers etc. to the field locations.
- Ensures that filing for vehicles history files, i.e. accident, insurance and compensation for each vehicle updated in the Organization.
- Performs inventory stock count supplies monthly, semi-annual, annual basis maintain for all the project materials.
- Responsible for the processing of Samaritan's Purse's new vehicle registration, renewal of Logbooks and Vehicle insurance
- Participating in season assets count for both Juba and the field sites
- Act as focal point for ITC related activities from the field
- Perform any other duty assigned by the management from time to time



## Skills Required

To perform this job successfully, an individual must **be willing to abide by Samaritan's Purse's code of conduct and understand the principles of Samaritan's Purse's statement of faith**, as well as be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Attention to detail, anticipation, and, follow-up are core values of the job function and supply chain management.
2. Possesses strong problem-solving and problem-solving skills.
3. Must be a self-starter and internally driven to success and hard work.
4. Possesses strong cross-cultural communication skills, both written and verbal.
5. Must be a humble team player
6. Ability to be flexible and adaptable.
7. Willingness to travel in and to the field sites.
8. Basic ITC knowledge
9. Knowledge of computer systems and its applications such as Word, Excel and Outlook.
10. Ability to drive a standard transmission vehicle in rough road conditions.
11. 3 years minimum experience in Logistics preferably in an INGO
12. Can Drive light and 7ton Truck
13. Must have analytical and report writing skills.
14. High level of integrity and stewardship
15. Committed to the Samaritan's Purse values and ethics

## Education / Experience Needed

- Bachelor's degree and experience in logistics environment and preferably 3 years of Experience in the same logistics field with INGO in the past.

## LANGUAGE

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English. Ability to write routine reports and correspondence in English. English and Juba Arabic language skills are required.

## REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk and run; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The Employee should sign below to indicate that he/she understands and agrees to this job description.



**Samaritan's Purse has "Zero Tolerance approach" to Sexual exploitation and abuse and does not allow any partner supplier subcontractor, agent or any individual engaged by Samaritans Purse to engage in any form of sexual abuse or exploitation against Vulnerable or other adult's associating with its work.**

**How to apply:** Address your application to HR Department – Samaritan's Purse International, Juba and submit your hard copy Cover Letters, CVs & Academic documents to SP Country Office situated in Hai Cinema next to Landmark Hotel or field sites offices by **December 28, 2022** before **5:00 PM**.

Only South Sudanese applicants will be considered for this position. Women are strongly encouraged to apply. Also, kindly know that application screening will be done on weekly basis due to urgent need for the position.

Applications can also be sent via email to: [RecruitSouthSudan@samaritan.org](mailto:RecruitSouthSudan@samaritan.org).

We do appreciate your interest in working with us. However, only short-listed candidates will be contacted.

