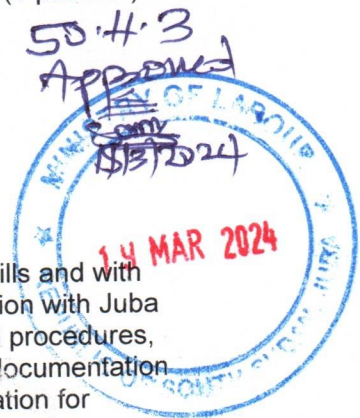


Internal/External Vacancy Announcement

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: ER. (Emergency response) procurement officer – (1 position)
Reports to: Emergency response supply chain manager
Duty station: Juba
Start date: April 15th 2024
Posting date: March 18, 2024
Deadline of Application: April 4th 2024



SUMMARY OF THE POSITION

This position requires strong interpersonal, communication and organization skills and with highest level of integrity. The emergency procurement officer works in conjunction with Juba and field operations team to facilitate and implement procurement systems and procedures, procurement planning, logistics systems and procedures as well as filling and documentation for emergency commodities. This position will provide support to the field operation for emergency responses by Samaritan's Purse in South Sudan

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Procure materials and highly technical supplies with the highest standard of integrity ensuring the right products in the right quantities are procured from the right vendors at the right price and is available in the right time.
- Ensure the highest stewardship of funds is maintained and report any fraudulent activity as Samaritan's Purse is committed to a zero-tolerance policy towards fraud.
- Pro-actively update, monitor the procurement tracker including a daily informal update and weekly formal consolidation of changes shared with the supply chain manager, ER ops manager and ER. Procurement and logistics Coordinator.
- Ensure thorough vendor vetting is completed. Research new and previously used vendors for each season based upon programmatic needs determined in a yearly procurement plan and schedule. Coordinate site visits to new and previous vendors meeting with managers and owners as needed to touring supplies and facilities
- Proactively follow up with Samaritan's Purse staff, vendors and government officials, demonstrating initiative to ensure all procurements are completed in a timely manner.
- Managing timely receipt of invoices from vendors and coordinating with finance staff for payments.
- Identify opportunities for the achievement of cost savings through procurement and supply chain management
- Maintain awareness of supplier non-compliance/performance to plans and services levels, taking timely remedial action and intervening as appropriate through structured contract management programme.
- Stay up to date on market trends and best practices to improve procurement strategies.
- Follow up with the finance department to ensure that suppliers/service providers payments are made in a timely manner
- Utilize existing contracts and framework agreements to ensure efficient procurements.



- Participate in problem solving as issues arise offering creative solutions for effective resolution of problems
- Attend daily morning devotion, arriving on-time and participate in prayer support for the ministry, it's donors and volunteers
- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries and the general public

QUALIFICATIONS:

To perform this job successfully, an individual must maintain a personal relationship with and be a consistent witness for Jesus as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

- Strong character demonstrating biblical aligned with the ministry of Samaritan's Purse
- Strong critical thinking and problem-solving skills is a must
- Ability to cope with stress and manage a heavy workload including an ability to work quickly and a willingness to work longer hours to meet urgent deadlines.
- Ability to communicate pro-actively and initiate a timely follow ups to avoid delays in the procurement processes.
- Strong attention to details as even small mistake can delay the procurement process.
- High flexibility to change and ability to maintain patience through change demonstrating an attitude of teachability and an ability to learn quickly.
- Strong Christian faith and spiritual maturity
- Excellent computer typing skills and strong excel skills with the ability to utilize formulas and develop complex spreadsheets for tracking information
- Strong verbal and written communication in English, any level of Arabic is beneficial
- Strong skills in team building and collaboration

PREFERRED SKILLS/QUALIFICATIONS:

- Bachelor's degree preferably in procurement and logistics management, supply chain management, business administration with a specialization in procurement or relevant professional qualification from accredited institutions.
- Minimum of three years of experience in a similar role

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 any nearby Samaritan’s Purse base in the field locations by **April 4, 2024** 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.

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

