

EXTERNAL/INTERNAL VACANCY

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. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

Vacancy:	Assistant Base Manager
Reports to:	Base Manager
Duty Station:	Juba
Posting Date:	August, 26 2026
Deadline of Application:	September 10, 2026



JOB PURPOSE

The Assistant Base Manager is responsible for establishing and maintaining a smoothly functioning support base. The primary goal is to provide for the physical and spiritual well-being of staff and guests. This is accomplished by directly overseeing food, housing, office management, vehicles, and asset tracking; welcoming guests; and leading spiritual care for staff. To accomplish these tasks, and reporting to the Base Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensure staff have food and water

- Manage contract with food and cleaning company
- Keep pantry at house stocked with requested food
- Ensure that drinking water is available

Ensure staff have adequate housing and office is managed

- Make long-term room and desk assignments for Juba-based staff
- Ensure every room and office has adequate furniture and working appliances
- Track inventory of items used at house and office and keep sites stocked (ex., sheets, cleaning supplies, light bulbs, print cartridges, etc.)
- Manage distribution of pre-paid SIM cards and pre-paid phone credit
- Ensure country contact list is maintained
- Oversee generator fueling and services regularly
- Ensure washing water is available
- Ensure septic tanks are emptied
- Ensure properties are maintained
- Maintain emergency stocks of food, water, and fuel.

Welcome guests

- Ensure that all guests (new staff, visitors) are picked up and dropped off from the airport
- Ensure that all guests have housing
- Ensure that all guests have necessary orientation and contact information

Spiritual care for staff

- Lead devotions Monday through Friday
- Facilitate and encourage Bible studies as appropriate
- Facilitate and encourage social events for the Juba staff team

Perform expected staff-management duties

- Receive and review weekly work plans for staff managed

Other Duties:

- With a generous and serving spirit, perform all other tasks and responsibilities assigned for the benefit of Samaritan's Purse.
- Maintain a Christian witness to the communities.



QUALIFICATIONS & SKILLS

- Diploma from an accredited college or university in Human Resources Management, business Administration, to perform this job successfully, an individual must maintain a personal relationship with and be a consistent witness for Jesus Christ, 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 the essential functions.
- One to two years of related experience and training; Previous experience working overseas, particularly in logistics and procurement.
- One year of college-level Biblical studies strongly preferred

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret basic graphs.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of the organization. Arabic language skills preferred but not 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.

ADDITIONAL REQUIREMENT

Spiritually mature Christian, aligned with the statement of faith of Samaritan's Purse.

Ability to maintain a personal relationship with Jesus Christ and consistently uphold the faith through witness and actions.

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.

Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.

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 our field site bases by **September 10th, 2026 before 5:00 PM.**

Only South Sudanese applicants will be considered for this position. ***Female are strongly encouraged to apply.***

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.

Please note the applications received will be reviewed on a rolling basis and the position might be filled before the closing deadline.

