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Vacancy Announcement

Franklin Graham *President*

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. Previously SP managed the Lui Hospital in Maridi and is presently managing the Maban County Hospital in the Upper Nile State. SP has also been working in South Sudan conducting health and emergency responses for EVD preparedness, and COVID 19 response, providing training and mentoring for health Care workers Samaritan's Purse International Relief is seeking to hire qualified persons to fill the

Job Title: Senior Procurement Officer
Department: Operations Projects
Reports to: Logistics and Procurement Manager
Location: Juba with frequent travels to the field sites
Deadline of Application: 15th, April 2021

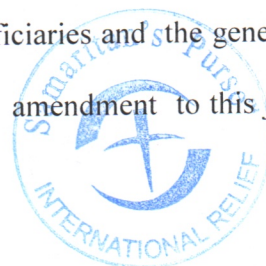
SUMMARY OF THE POSITION:

The Senior Procurement Officer will be responsible for implementation of technical, bulk local and international procurement and logistics of projects operations, inventory management and to design and implement systems for procurement and Logistics. The Senior Procurement officer works in conjunction with the Operations Team to implement, procurement and facilitate logistics by Samaritan's Purse in South Sudan. When appropriate, this position will provide support for the field operations of procurement activities and serve occasionally in the field to assist with staff coverage for the assigned project.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Collectively with the Operations Team, designs, implements and maintains an effective system of procurement and temporary storage of all project materials and commodities before and during transition to the field while safeguarding Samaritan's Purse Procurement Policy.
2. Procure and Purchase bulk, highly technical program goods and supplies, Materials, Vehicle Parts and other commodities with highest standard of integrity ensuring the right products in the right quantity, from the right vendor at the right price and is available in the right time is achieved every time.
3. Work together with procurement teams outside of South Sudan and support as necessary and act as focal point for logistical needs for international procurement
4. Research products properly as well as analyze and assess information to determine quality and best value for program needs.
5. Coordinate all field procurements, review all incoming PRs and assign PRs to procurement staff and provide feedback to budget holders timely.
6. Share weekly procurement tracker with field staff and procurement analysis with colleagues and provide feedback as necessary.
7. May be delegated by TC to coordinate SP tender committee, take minutes and action all public tender process.

8. Track all contracts with accurate start and end dates and notify the budget holders to raise PR for timely renewal.
9. Prepares periodic reports for activities being implemented
10. Create, develop and maintain the procurement plan and schedule for each season. Keep team aware of progress and adjustments to schedule as needed.
11. Prepare documents for exemption processing as necessary and manage strategic relationships with customs clearance, NGO and logistical personnel where applicable, airport authorities, merchants, vendors and other significant individuals.
12. Ensure logistical schedule is successful and in line with project goals and procurement plan, including transportation and storage commodities to field locations, collation of waybills and waybill reporting.
13. Assist with the coordination and facilitation of ground and air transportation of supplies to the field.
14. Assist with capacity building-mentoring and training junior colleagues with business best practice.
15. Maintain accurate records of all compound inventoried items and asset inventory noting their movement and status.
16. Ensure the proper use of funds is maintained and report any fraudulent activity.
17. Process payments efficiently and accurately.
18. Maintain payment tracker to ensure timely payments are made to our vendors.
19. Assist with monitoring road access constraints and security status during ground transportation of supplies in transit to the field.
20. Ensure thorough vendor vetting is completed. Research new and previously used vendors for each season based upon programs needs determined in yearly procurement plan and schedule. Coordinate site visits to new and previously used vendors, meeting with managers and owners as needed and touring supplies and facilities
21. Lead the Vendor vetting process to assess the background, capacity and reliability of suppliers
22. Participate in problem solving as issues arise offering creative solutions for effective resolution of problems.
23. Crosstrain to other positions as needed for support.
24. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
25. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries and the general public.
26. Any other duties assigned by the line manager /supervisor or any other amendment to this job description.
27. Any other duties assigned by the line manager



SUPERVISORY RESPONSIBILITIES

The employee may be required to supervise national employees and provide motivation, guidance and expertise when carrying out assigned tasks.

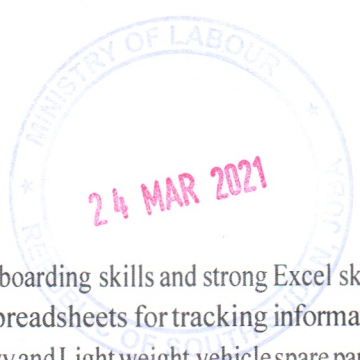
QUALIFICATIONS

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/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong critical thinking and problem solving skills is a must.
2. Results orientated with strong business acumen.
3. Ability to cope with stress
4. Highly flexible to change and ability to maintain patience through change
5. Ability to plan ahead and anticipate needs, recognizing potential problems before they arise.
6. Previous experience working with food assistance and/or Agricultural programs and/or
7. Ability to network and effectively build relationships with the government, civil society and community partners.
8. Strong Christian faith and spiritual maturity



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9. Excellent computer keyboarding skills and strong Excel skills with the ability to utilize formula's and develop complex spreadsheets for tracking information.
 10. Strong knowledge of Heavy and Light weight vehicle spare parts, quad bike parts and motorbike parts.
 11. Strong knowledge of WASH technical supplies and agricultural procurement.
 12. Ability to work in a multi-ethnic and multi-cultural environment.

EDUCATION AND EXPERIENCE

- Masters preferred but Bachelor's Degree (B.A) from a four year college or University
- Minimum, 3 to 5 years of related work experience in a procurement/supply chain/business administrative role considered an asset and/or training; or equivalent combination of education and experience.
- One year of college level - Biblical studies strongly preferred.

LANGUAGE AND SKILLS

Ability to read and interpret documents such as government laws and regulations, humanitarian and political reports and annual reports. Ability to write routine reports and correspondence. Ability to speak effectively before large groups and key partners.

MATHEMATICAL SKILLS

Strong mathematical skills a must with proficiency in Algebra as well as the ability to Add, Subtract, Multiply and Divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

How to apply: Any interested applicants are required to submit an application letter, updated CV, copies of academic certificates, copy of National ID card for clear nationality identification to Samaritan's Purse, Juba Office at Hai Cinema near Quality Hotel by **15th, April 2021 at 4:00PM**. Only Qualified South Sudanese applicants will be considered for this position. Please indicate clearly the Job Title and the Duty Station on the Subject line of the email or Envelope.

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

Application 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.