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Approved by
Inspector

MOL
12/30/2022
12/12/2022

Franklin Graham *President*

30 DEC 2022

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

Vacancy: Food Assistance Program Coordinator (2 Position Relocatable).
Reports to: Food Assistance Program Manager
Duty Station: SP – Maban
Deadline of Application: 18th January 2023

SUMMARY OF THE POSITION

The ER - Food assistance program coordinator will manage all food assistance program activities in the assigned location according to work plans and proposal, including supervising the food monitors and casual laborers and will conduct regular monitoring and evaluation activities according to Samaritan's Purse (SP) agreed standards and schedule with the support of Program manager. He/She will maintain Christian values and standards showing the passion of Jesus through giving and serving the needy people.

MAJOR DUTIES AND RESPONSIBILITIES:

Management & Administration:

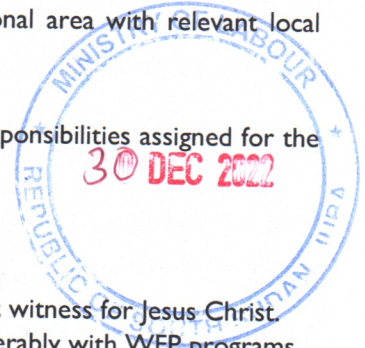
- Direct line management of project officers and field monitors in the operation area.
- Work on all field staff's performance review and timely submission to the program manager.
- Maintain accurate HR records for all program teams and submitting quarterly leave plan to program manager.
- Plan and Prepare cash advances for field operations.
- Liaising with the program Manager and Field Accountant for any financial movement at field level and adhering to SP financial management guidelines.

Programming

- Verify the planned movements and the distribution of food and non-food items, reporting. Issues of discrepancies to supervisor for timely resolutions of problem and to ensure that the quantity of distributed and quality of the operation is in line with SP and donor standards.
- Maintain information records and monitoring plan documentation such as records of commodity trackers, physical inventories, food distribution reports, commodity movements and program checklists in order to assist in effective delivery and distribution of food commodities.
- Actively participate in all distributions and program activities by leading and supervising food monitories in their daily activities.
- Ensure all field activities are implemented according to established protection protocols.
- Administer all project activities in accordance with agreed work plan and project proposal.



- Submit requests for beneficiary lists to program manager as appropriate.
- Ensure commodity release note (CRN) is accurate and current sending updates to program manager.
- Maintain and submit updated records of commodities received /distributed and beneficiaries served.
- Engage actively in training and willing to learn and take new food programming tasks and responsibilities for advancement.
- Coordinate all programmatic and logistics activities at operational area with relevant local authorities and stakeholders.
- Any duties assigned by the program manager.
- With generous and serving spirit, perform all other tasks and responsibilities assigned for the benefit of Samaritan's purse.



KNOWLEDGE AND SKILLS REQUIRED

- Maintain a personal relationship with Jesus Christ, be a consistent witness for Jesus Christ.
- Three (3) years of Food assistance programming experience preferably with WFP programs.
- Degree in Agriculture, business management, logistics or warehouse management.
- Fluent in both spoken and written English will be an asset.
- Ability to write clear routine reports and correspondences.
- Experience in major computer applications including Microsoft word, Excel and outlook.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 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.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Samaritan's Purse has "Zero Tolerance" approach to Sexual Exploitation and Abuse and does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Samaritan's Purse to engage in any form of sexual abuse or exploitation against vulnerable or other adults associated with its work.

How to apply: Any interested applicants are required to submit Hard Copy application letters, copies of academic certificates, updated CV, copy of National ID card for clear Nationality identification to Samaritan's Purse **Juba office near Quality Hotel by January 18th, 2023** Only South Sudanese applicants will be considered for this position.

Application can also be sent via email to: RecruitSouthSudan@Samaritan.org
Only South Sudanese applicants will be considered for this position.

Women are strongly encouraged to apply.

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



