



JOB VACANCY

Position Title	: Logistics Officer
Position End Date	: 31 December 2025
Grade	: Grade 4 Step 1
Duty Station	: Nimba Base
Reports To	: Area Coordinator

Mission Statement

Samaritan's Purse is a nondenominational 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. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

Job Summary

The Logistics Officer will assist Area Coordinator in areas of procurement, storekeeping and fleet management in Nimba Base.

This position requires commitment, understanding and compliance with Samaritan's Purse Mission and Statement of Faith, as well as procurement policy and SP Liberia Standard Operating Procedures.

Logistics Officer is expected to attend daily morning devotions and must maintain strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.

Key Responsibilities

- Act as a fleet dispatcher by overseeing vehicle/motorcycle movement/route and tracking
- Assist in price canvassing, supplier selection, securing purchase approvals and purchasing and delivery
- Receive and check goods purchased or delivered from Monrovia for completeness, quality and accuracy of description and coding in order to complete the Goods Received Note and Update pertinent documents such as ICT Inventory, Staff accountability, etc.
- Maintain Fixed Asset Inventory to ensure transfer, addition, disposals are properly accounted for or recorded
- Maintain the vehicle mileage and fuel consumption monitoring files
- Provide the monthly fuel tracker and report
- Ensure that accurate and complete accounting, reporting and internal control systems are followed and all relevant records are properly maintained.
- Manage generator expenses, fuel and maintenance
- Responsive to emails and phone communication.

Job Requirements:

Education / Experience Needed

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



- Graduate from a secondary education (at minimum) Must be self-directed worker with strong planning, organization, and problem-solving skills.
- Ability to quickly comprehend and follow Samaritan's Purse warehouse systems and procedures in relation to the above duties.
- Practical experience with Microsoft Word and Excel programs for data entry.
- Strong communication skills including the ability to liaise with all level of staff and keep them informed of issues that may affect them and to build up good relations with external contacts and sources.
- Organizational skills including the ability to keep up to date and accurate records and to ensure deadlines are met.
- Experience in procurement and recording transaction on electronic devices and filling the hard copies in box files.
- Able to work very independently and able to complete tasks with little or no support from staff.
- Valid driving license

Language Skills

Ability to read, analyze and interpret technical information on power generation equipment. Ability to write information and respond to questions from group of managers, clients, customers and the general public. Excellent oral and written communication skills. English required. Excellent interpersonal communication skills.

Mathematical Skills

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability

Ability to define problems collects 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: Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: HR Manager alternatively, by email to: SP LiberiaHR@samaritan.org Deadline for submission of all applications is Thursday, May 15, 2025 at 4:00pm. Only short-listed applicants will be contacted.