



JOB ADVERTISMENT

Position: Administrative and Logistics Officer

Location: Cap-Haïtien, Haïti

Direct Supervisor: Operations Manager

Department: Operations

Contract Type: Fixed-Term Contract

I. ORGANIZATIONAL OVERVIEW

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid worldwide. Since 1970, Samaritan's Purse has supported people affected by war, poverty, natural disasters, disease, and famine while sharing God's love through Jesus Christ. Samaritan's Purse Haiti began operations following the 2010 earthquake and continues to implement humanitarian, development, ministry, health, WASH, livelihoods, protection, and education programs.

II. CHRISTIAN PURPOSE AND EXPECTATIONS

All employees are called to proclaim the Gospel of Jesus Christ through their words and actions and to demonstrate a consistent Christian witness in the workplace and within the community.

III. POSITION SUMMARY

The **Administrative and Logistics Officer** coordinates the day-to-day operations of the Cap-Haitian base and provides administrative, logistical, and procurement support for activities within the assigned area. The position provides administrative oversight of support staff and ensures the effective management of facilities, equipment, assets, vehicles, and travel in accordance with Samaritan's Purse policies and procedures.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Administration and Base Operations

- Coordinate the day-to-day operations, organization, maintenance, and cleanliness of the base.
- Assess administrative and operational needs, establish priorities, and submit necessary requests to the supervisor.
- Maintain accurate, complete, and up-to-date administrative and logistics records.
- Organize reception, accommodation, and logistical support for staff and authorized visitors.

B. Logistics, Operations, and Procurement Support

- Coordinate the logistical needs of the base and field teams, including staff travel and the transportation of goods, equipment, and materials.
- Perform assigned procurement duties, including collecting quotations, preparing documentation, coordinating with suppliers, and following up on orders, in accordance with established approval levels and procedures.



- Supervise the use and maintenance of vehicles, fuel management, vehicle logbooks, and required documentation, and drive vehicles as required by operational needs.
- Maintain an up-to-date asset inventory and oversee the receipt, storage, distribution, and transfer of goods in accordance with documentation, authorization, and segregation-of-duties requirements.
- Follow up on the maintenance of generators, power systems, equipment, and facilities; conduct field visits; provide required reports; and promptly report any issues or irregularities to the supervisor.

C. Compliance and General Responsibilities

- Ensure compliance with policies and procedures, internal controls, confidentiality requirements, safety guidelines, safeguarding standards, and Samaritan's Purse Code of Conduct.
- Promptly report any loss, misuse of an asset, procurement irregularity, accident, damage, or incident that may affect personnel, property, or operations.
- Participate in devotions and organizational spiritual activities, maintain conduct consistent with Samaritan's Purse Christian values, and perform any other related duties assigned by the supervisor.

V. SUPERVISORY RESPONSIBILITIES

The **Administrative and Logistics Officer** provides daily administrative oversight of support staff assigned to the base, including monitoring schedules, attendance, absences, and tasks related to base operations. The incumbent organizes the daily activities of the gardener and any other support staff assigned to the position and reports any concerns regarding their attendance, conduct, or performance to the Operations Manager.

Human Resources retains functional oversight of the cooks regarding menu planning and responsibilities directly related to meal preparation. The Administrative and Logistics Officer collaborates with Human Resources to monitor their attendance and other functions related to base operations.

Any formal performance evaluation, disciplinary action, or other administrative decision concerning this staff is carried out in accordance with established levels of authority and Human Resources procedures.

VI. SAMARITAN'S PURSE DISTINCTIVES

1. Proclaim the Gospel.
2. Serve with excellence.
3. Respond with compassionate action.
4. Demonstrate biblical integrity.
5. Walk with bold faith.

VII. KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated personal and professional integrity and a sincere Christian commitment.
- Strong skills in administration, logistics, procurement, and operational coordination.
- Ability to manage multiple priorities, solve problems, and work independently as well as part of a team.
- Strong communication skills and practical proficiency in Microsoft Office and record-keeping systems.

VIII. EDUCATION AND EXPERIENCE

- Diploma or professional training in administration, logistics, transportation, management, or a related field.
- At least three years of relevant experience in administration, logistics, procurement, base management, or operations, preferably in a humanitarian context.
- Experience coordinating or supervising staff is preferred.
- **Must hold a valid driver's license.**

IX. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The position requires regular travel between the office, base, and field locations, driving vehicles, and occasionally handling equipment. The incumbent may be exposed to challenging weather conditions and a changing security environment.

Reasonable accommodations may be provided to qualified individuals with disabilities.

X. DISCLAIMER

This job description is not intended to provide a complete and exhaustive list of all duties and responsibilities. Duties may change as necessary to meet organizational requirements.

XI. APPLICATION DETAILS

Date of Issue: September 16, 2026

Application Deadline: September 30, 2026

Interested candidates must submit:

- 1- Cover letter.
- 2- Curriculum vitae.
- 3- Copies of diplomas and certificates.
- 4- National Identification Card.
- 5- Valid driver's license.



Submit all documents as **one PDF** to: SPHaitiRecruitment@samaritan.org

Incomplete applications will not be considered. Only shortlisted candidates will be contacted. Interviews will be conducted on a rolling basis until the position is filled.