Job Description

Job Title: Area Operations Coordinator

Location : Cap Haitian, Haiti

Supervisor: Operations Manager

Department: Operations

Employee: *Vacant*

**Primary Responsibilities:**

Coordinate all operations and logistics activities for the country office. Assist the Operations Manager as needed. Areas of responsibility include, but are not limited to the supervision of procurement activities, IT/fixed Assets and fleet management activities.

**Logistics and procurement:**

* Ensure the uniform application of policies and procedures for vehicle operators;
* Ensure effective and efficient transport planning and profitable use of transport services in a coordinated manner with the concerned units;
* Regularly assess the transport needs of the area program and ensure that appropriate solutions are implemented accurately and timely;
* Ensure timely renewal of vehicle registration, insurance and other government requirements;
* Monitor timely repairs / maintenance of all SP vehicles and ensure all necessary documentation and items are kept inside the vehicle in accordance with SP Haiti policies / procedures;
* Oversee the efficient maintenance and updating of the vehicle maintenance and upkeep records;
* Oversee the tracking and monitoring of tank fuel levels for vehicles and ensure timely replenishment request;
* Perform regular checks on the use of logbooks / vehicle logs to ensure compliance with all policies and procedures;
* Oversee the consistent and efficient implementation of processes related to the receipt of goods / items (assets, fuel, consumables) from suppliers or other SP Haiti offices by ensuring compliance with Samaritan's Purse policies and procedures; and
* Ensure timely submission of all relevant reports (fuel consumption, vehicle usage) to Country Director and CFO on a monthly basis and as required
* Drive SP vehicle in accordance to SP vehicle policy.
* Ensure the security of the Fleet while outside of the base.
* Ensure safety equipment is complete and serviceable inside all SP vehicle

**Procurement:**

* Ensure the consistent application of SP FOG on procurement policies and procedures.
* Ensure the efficient procurement of goods and services in a transparent and accountable manner, ensuring value for money and the fair use of funds;
* Coordinate and collaborate with other departments in the implementation of an annual purchasing plan;
* Update and maintain the list of preferred suppliers;
* Carry out periodic market research;
* Lead the international tendering, contracting and procurement processes;
* Ensure a clear, complete and well documented paper trail in the system files;
* Ensure consistent application of Samaritan’s Purse purchasing policies and procedures through periodic mentoring and orientation of staff;
* Verify and coordinate the task of the procurement team.
* Implement and/or coordinate training sessions over procurement process for the Team and procurement policies for all staff.

**IT and ASSET MANAGEMENT**

* Ensure that IT planning reflects program priorities and develop an IT strategy to ensure that IT is sufficient for future program needs;
* Ensure that all assets and properties of Samaritan's Purse (i.e. program, communication and IT) and properties are recorded and protected to prevent waste, fraud, unauthorized use or misappropriation and take responsibility for protecting the safety of equipment;
* Ensure timely physical inventory and reporting of fixed asset and the updating of the fixed assets register in accordance with Samaritan’s Purse policies.
* In coordination with the Security Advisor, monitor the security situation and provide updates and recommendations to the Operations Manager;

**AREA PROGRAMS AND ACTIVITY SUPPORT:**

* Support established programs and activities in the area; Collaborate with program managers and monitoring and evaluation officer in conducting regular site visits and field meetings to ensure the smooth running of the projects.
* Coordinate with our ministry partners all country office project activities, including logistics, evangelism, sanitation and other activities in the region.
* Operate program vehicles and drive organization staff during field visits and other activities across several departments such as Nord, Nordest, Artibonite and Nordouest.
* Be intentional in sharing information and communications in a timely manner
* Participate in daily morning devotions and prayer support for ministry, donors and volunteers
* Maintain a strong Christian witness among colleagues, vendors, charitable beneficiaries and the general public.
* Perform other tasks assigned by the supervisor with a generous and service-oriented spirit.

**Qualifications:**

* Strong communication skills (written and oral) with a good command of the English and French languages.
* A servant's heart with a strong commitment to Christ and a desire to share it with others.
* Attention to detail with proven administrative knowledge and experience
* Excellent strategy, analytical, systems thinking and problem-solving skills, with an ability to see the big picture and make sound decisions and judgment
* Strong relationship skills. Ability to work collaboratively with others
* Team leadership skills
* Possess a “Can do Attitude” – willing to go the extra mile to get the job done well
* Evidence of a commitment to promote teamwork and team unity
* Ethical conduct in accordance with recognized codes of professional and organizational ethics including Samaritan’s Purse Christian Code of Conduct
* Proactive, resourceful, solution-oriented and results-oriented
* Experience working in a multicultural environment
* Bachelor’s Degree (desired) in relevant field, such as Supply Chain Management, Business Administration, Procurement and Logistics, IT or relevant field
* At least 2 years’ experience in logistics functions
* Sound understanding of procurement, administration, and logistics management systems
* Experience working in INGOs or businesses in support functions may be an advantage
* Good organizational and management skills and the ability to anticipate project needs
* Proven ability to work cooperatively with others in a team environment, and be able to work with a diverse group of national and international staff
* Demonstrated proficiency with MS Office software (i.e., Word, Excel, PowerPoint) is required.
* Have a driving license and be able to drive NGO Vehicle.REASONING CAPACITY
* The ability to identify and solve practical problems and to deal with a variety of concrete variables in situations. Demonstrated ability to be flexible and adaptable. Ability to interpret a variety of instructions and take initiative. Ability to acquire and track data and compile regular reports on program activities.

**PHYSICAL REQUIREMENTS**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of that job. Reasonable accommodations can be made to enable people with disabilities to perform essential functions. In performing the duties of this job, the employee is regularly required to sit down. The employee often has to get up; market; use the hands to touch, touch or touch; reach with hands and arms; climb or balance; bend over, kneel,
* Crouch or crawl; and talk or hear. The employee must occasionally lift and / or move up to 50 pounds. Specific vision abilities required by this position include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORKING ENVIRONMENT**

* The characteristics of the work environment described here are representative of those that an employee encounters in the performance of the essential functions of this job. Reasonable accommodations can be made to enable people with disabilities to perform essential functions.
* The noise level in the working environment is generally moderate.
* May travel within the country exposed to communicable diseases, heavy rains, and hot and humid weather conditions.
* Work in a fluid security environment.

**Disclaimer Clause:** This job description is not an exhaustive list of skills, effort, duties and responsibilities of the position. Note: This job description is an addendum to the employment contract. It is intended as a guide and should not be viewed as an exhaustive list of duties and responsibilities. It may also be reviewed from time to time in the light of changes in strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of the responsibilities above in accordance with the performance review process.

Interested candidates should send their letter of application, CV, diploma and certificate by e-mail to: SPHaitiRecruitment@samaritan.org. The deadline for applications is May 19, 2024. Please note that only shortlisted candidates will be contacted. Interviews will take place on an ongoing basis and the vacancy will be closed once filled.