



JOB VACANCY

Position Title	: Procurement Coordinator
Position End Date	: June 1 - 31 Dec 2025
Grade	: Grade 5 Step 1
Duty Station	: Monrovia
Reports To	: Senior Operations Manager

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 Procurement Coordinator will be responsible for coordinating all aspects of procurement for SP Liberia country programs. S/He will be required to effectively manage ongoing procurement and ensure timely and efficient delivery of items to the field. Procurement Coordinator will supervise 4 (four) Procurement Officers.

This position requires commitment, understanding and compliance with Samaritan's Purse Mission and Statement of Faith, as well as its Procurement Policy and Procurement SOPs. The post holder will be expected to attend daily devotions and be an example to others through their faith and walk with God. The Procurement Coordinator will be based in Monrovia and will report to Senior Operations Manager.

Description of job duties

- Manage all procurement activity, maintaining accurate financial records, updating vendor and/or supplier list and providing advice for project staff members.
- Assist with the planning and supervision of distribution support to field operations in close coordination with Program Managers.
- Receive procurement requests, send out request for quotations to vendors, prepare Quote Analysis form, ATB or POs , GRNs, and check/cash payments.
- Assign procurement requests to procurement officers.
- Ensure compliance with Samaritan's Purse procurement policies and SP Liberia procurement SOPs.
- Ensure timely delivery of items to the field, including arranging transport options.
- Involve in supplier vetting, preferred suppliers, and framework agreement processes.
- Coordinate payment to vendors on time.
- Ensure the procurement tracker is updated, upload procurement packages in box.
- Assist in the procurement planning, identification of suppliers, and the procurement of locally available inputs.
- Conduct market surveys when needed or when opening new base.
- Maintain accurate material accounting records for the procurement, receipts, and inspections, warehouse inventory (GRNs), waybills, delivery notes, fuel reports.
- Receive and check goods purchased for completeness, quality and accuracy of description and coding in order to complete the Goods Received Note and update pertinent documents.



- Ensure that PR tracker, supplier database and price catalogues are updated.
- Ensure procurement documents produced by procurement officers are reviewed to ensure they are in compliance with procurement policy and SOPs before they are being submitted to approval authorities (i.e. Budget Managers and higher approval authorities).
- Perform any other duties as designated by the Procurement Coordinator

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.

- Bachelor degree preferably
- Two (2) years of related experiences and/or training; or equivalent combination of education and experience
- Experience in medical logistics preferred
- Demonstrate experience in developing great teams
- Valid drivers' license
- Be a mature and proactive team player with a high level of integrity and an aptitude for tolerance, flexibility, patience, creativity, motivation and service.
- Demonstrate an ability to work under pressure while maintaining sound organizational, planning, and time management skills coupled with an attention to detail.
- Be willing to work outside of business hours when the need arises.
- Have maturity in interpersonal relationship (i.e. SP staff and external partners) and a commitment to personal development.
- Maintain an excellent testimony and have compassion for people in need.
- Proficient in Microsoft Programs (Word, Excel, PowerPoint, etc.)
- Able to work very independently and able to complete tasks with little or no support from staff.
- Physical ability to help with loading and unloading cargos.

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: SPLiberiaHR@samaritan.org Deadline for submission of all applications is Thursday, May 15, 2025 at 4:00pm. Only short-listed applicants will be contacted.