



GULF CHRISTIAN SERVICES

Kapuna Rural Hospital & C.H.W. Training School
P.O. Box 2582
Boroko, NCD
Papua New Guinea

Phone/Fax: 276655-3 / 276655-8
Email: kapunahosp@gmail.com
Web: kapuna.org

Job Description Supply Coordinator

Location of job:	Kapuna Hospital, Papua New Guinea
Timing of job:	January 2020 - December 2020
Duration of job:	Approximately 1 year
Remuneration:	Volunteer allowance and coverage of expenses

About the organisation and the project:

Gulf Christian Services is an Independent, interdenominational faith-based organisation operating in the very remote Gulf Province on the southern coast of Papua New Guinea. It administers two hospitals in the area, Kikori and Kapuna. Kapuna Hospital has been the only health service accessibly by approximately 35 000 people in the Gulf since 1950 when it was founded by the London Missionary Society. In 2018 we received a large Australian Aid grant, through the PNG Incentive Fund, to rebuild the hospital buildings. This includes the hospital building themselves, ancillary buildings, a new floating wharf, water supply and solar electricity. Building on site has now begun.

Responsibilities:

As a Supply Coordinator you will be responsible for:

- Organising for all required building materials, tools and fittings required to be available in a timely manner
- Negotiating with suppliers
- Ordering of all supplies
- Coordination of logistic arrangements
- Unloading activities in Kapuna
- Making sure what is received complies with what was ordered
- Checking and correcting invoices

Person Specifications:

- A personal Christian commitment





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- At least two years experience working in building supply chain management and/or work preparation, or in building/industrial sales
- High level of computer skills
- Good communication skills and the ability to work effectively as part of a team alongside both nationals and internationals
- A high level of attention to detail and commitment to follow through
- Flexibility to cope with logistics challenges and living in a remote area.

What we can offer

If you want to take this unique opportunity to serve in a remote and very needy part of the world, you will not regret it. Kapuna is a beautiful village in the dense bush of PNG with only waterways and airstrips in the vicinity to make travel arrangements. We will make sure you enjoy your stay and can offer the following:

- Visa arrangements
- One return flight to Port Moresby from your home
- Accommodation
- Travel Port Moresby - Kapuna
- Volunteer allowance of 700 kina per fortnight
- Warm fellowship and a unique experience

How to Apply:

To apply please send your CV and a cover letter to hr.kapunagcs@gmail.com and we will send you an application form.

If you wish to enquire about the role please email us at the above address.

