



South Sudan



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Juba, South Sudan
www.psi.org

Position: Health Commodity Officer

Location: Juba

Reports to: Procurement & Supply Chain Manager

Date of announcement: 5th-February 2019

Deadline: 4th-March 2019

Who we are

We're Population Services International (PSI) South Sudan, one of the East African Region's leading non-profit social marketing organization. We work to ensure that people of South Sudan have access to health care products.

There over 9000 "PSI'ers" around the world and 60 plus in South Sudan. We are a diverse group of professionals with wide ranging backgrounds in law, marketing, public health with a mix of non-profit and profit sector experience. Regardless of our background, we bring a common passion and commitment to go beyond the call of duty to serve the people of South Sudan.

PSI began operations in Southern Sudan in January 2005, distributing Long-Lasting Insecticide-Treated Nets (LLIN) through the commercial sector and implementing behavior change communication on HIV/AIDS. Over the years, PSI has continued its presence and expanded operations to include a comprehensive hygiene, sanitation and safe water program.

In 2009, PSI started a Home Management of Malaria (HMM) program for children under five years old. Since then, HMM has evolved into a broader Integrated Community Case Management (ICCM) program with the addition of pneumonia, diarrhea and acute malnutrition interventions.

Summary:

You will play an integral part in the procurement and supply chain management function of PSI South Sudan platform.

We are looking for an experienced supply chain assistant who has had exposure in dealing with donors like Global Fund. We pride ourselves in providing outstanding service to our internal and external partners, so an outgoing and customer orientation personality is a prerequisite and a key success factor.

Your contribution

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Last Mile distribution of health commodities and Long lasting insecticide treated mosquito nets (LLINs)

- Ensure effective daily coordination of the Malaria Project implementation of all Global Fund programs implemented by overseeing implementation of Malaria activities in all PSI designated areas.
- Account for all health commodities and LLINs, properties and materials related to mass campaign given for use by psi to execute the campaign.
- Collaborate with National Malaria Control Program (NMCP), County Health Department (CHDs), field officers and county-implementing partners for effective health commodity distribution and LLINs, participate to supervision and capacity building of all field teams orienting them on tools and Standard Operating Procedures (SOPs) designed to support the project.
- Manage and develop monthly and quarterly activity budgets and work plans; conduct regular performance reviews of field Malaria project staff.
- Provide logistical and program oversight of daily activities of PSI LLIN projects.
- Collaborate with NMCP, SMOH, CHDs and CIPs to ensure that the implementation of malaria activities is undertaken in a smooth manner by conducting trainings on Health commodity distribution and LLIN distribution
- Ensure that registrars correctly follow distribution methodology on distribution day including:
 - Opening bags and removing nets
 - Proper collection of Voucher Tokens/wristbands
 - Ensure that waybills are correctly signed
 - Accurate distribution of nets to beneficiaries
 - Proper collection of signatures or fingerprints verifying receipt of nets
 - Proper calculation of the data collected and reports
- Reporting: compiling reports, reconciliation of health commodities and LLINs delivered versus reported, investigating any differences
- Quantification and forecasting of LLINs with the support from MOH, and procurement and supply chain function
- Ensuring communication through the PSM manager, to DC and the Ministry of Health to ensure procurement of health commodities and LLINs is as per MOH technical Specifications
- Obtain tax exemptions and work with the clearing agents to clear commodities at the port of entry.
- Receiving and reconciliation: Confirmation of quantities and ensure completeness of the orders at the Central Medical Stores (CMS) and CHDs

  Date: 5.2.2019
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- Delivery to drop location and distribution: coordinate delivery to the states/counties and drop locations working more closely with the MOH,SMOH, CHDs, CIPs and the transporter

Health commodities and LLINs distribution Management

Ensure effective systems are in place to track health commodities and Long Lasting Treated Mosquito nets from the point of receiving, storage, dispatch of health commodities at Central Medical Stores (CMS) and at partner or distribution level. Tracks inventory movement and details to the health facilities or until possible disposal level.

- Designing of health commodities and LLIN tracking tools for efficient last mile distribution. Ensure correct and complete filing of records before, during and after distribution of health commodities and LLINs
- Receiving and reconciliation: Confirmation of quantities and ensure completeness of the orders at the CMS and CHDs
- Work with the County Implementing partners to ensure accurate consumption data of health commodities is maintained.
- Conduct field visits to review the stock status levels at the health facilities and any indication of stock outs
- Conduct training at the CHD on inventory management
- Prepare weekly and monthly activity reports for the SPSCM review and onward submission to the PSM Manager
- Any other duties as assigned

Our needs

- At least Diploma in the either Purchasing and Supply, Material Management and Administration, Business Administration with two (2) years of experience in large logistics and inventory management in an international Non-Governmental Organization
- Proven proficiency in operating Microsoft Office suite- Ms Excel, MS Word and MS Power point. Knowledge on Supply will be a plus;
- Experience and knowledge of Global Fund procurement and distribution Procedures
- Strong analytical skills and numerical accuracy.
- Professional training in CIPS is strongly preferred.



 Date: 5.12.2019
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- Strong interpersonal skills and the ability to work professionally with persons at all Levels including department and sections heads.
- Previous experience in procurement and supply chain management, commodity & LLIN distribution and reporting experience in South Sudan a plus;
- Minimum two years developing country work experience;
- The successful candidate will be a strong analytical thinker, decision maker and problem solver with excellent organization, communications, and interpersonal skills; a hands-on manager capable of keeping large teams disciplined and performing; and able to deliver results in a challenging environment.

Interested candidates may apply via e-mail: jobs@psi-southsudan.org or you can drop hard copy of their CV, cover letter and list of referees to Reception's Desk at PSI South Sudan Juba Office reception @ UAP Equatoria Tower.

PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.



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