



**Save the Children**

**External/Internal\_ Job Advertisement**

VA No. SCI-13042017

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

**Job Title:** Medical Logistics Manager

**Location:** Juba, South Sudan

**Reports to:** Head of Logistics/ Response Team Leader

**Contract Period:** fixed term with possibility of Extension based on meeting Jobs Performance and the availability of Funds.

**JOB PURPOSE:**

The incumbent of this position represents Save the Children values and principles in interactions with staff and external audiences. These values and principles include commitment to the mission of Save the Children international, team orientation, quality management and leadership development, introducing systems and procedures to strengthen staff motivation and productivity.

This role will support the set-up and daily operations of country medical logistics, managing all aspects related to pharmacy and medical supplies, and, supervise and manage medical logistics staff under remote supervision of the country Logistics Manager.

S/he will be responsible for ensuring that key organizational principles and approaches, such as child participation, sound monitoring and evaluation systems, financial control and compliance will be achieved in the period. She/he will be responsible of ensuring that lessons derived through implementation will be well articulated and documented.

**KEY AREAS OF RESPONSIBILITY:**

- Ensure and promote quality warehousing, cold chain management, stock rotation, ordering and pipeline.
- Promote effective organization of the medical stock and distribution flow to make quality drugs and medical supplies available.
- Ensure good distribution practises and good dispensing practises in interventions.
- Ensure tools used in management of medical stock are used in a standardized manner format by the medical team.
- Manage drug donations and gifts in kind with the health program manager.
- In collaboration with other logisticians, support all medical logistics aspect of an intervention.
- Perform any other duties as requested by the head of logistics or clinical lead.

**Pharmacy and stock management**

- Efficiently facilitate stock management and overall stock analysis to avoid stock outs and ruptures.
- Ensure correct storage, classification and organization of drugs and medical supplies according to SC procedures and guidelines.
- Oversee stores and stock management of medical stores ensuring security, maintenance and appropriate storage conditions.





- Support the reverse logistic processes at the end of the deployment in collaboration with the logisticians.
- Ensure all inventories for medical stock and equipment are done, and records of medical assets exist and are updated.

### Reporting

- Ensures that pharmacy stock cards and inventories card are recorded correctly and followed.
- Reports regularly Medical logistician on pharmacy situation (drugs expiring, consumption, prevention of shortages, etc).
- Participates actively in the definition of planning and restocks, including stock count of medical stock.
- Reports on drug consumption (total number, types, and drugs given to patients).
- Informs line manager of any problems that might be linked to medical stock (broken, leaking, soon to expire etc).

### SKILLS AND BEHAVIOURS (our Values in Practice)

#### Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

#### Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

#### Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

#### Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

#### Integrity:

- Honest, encourages openness and transparency

### QUALIFICATIONS:

#### Essential

Diploma in Pharmacy or Nursing.

### EXPERIENCE AND SKILLS

- 2-4 years' relevant pharmacy/ medical stock management experience with international NGOs in field context.
- Demonstrated flexibility and ability to move between field operational areas with short notice.
- Ability to work in and maintain a positive team dynamic in insecure environments.
- Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.



- Ability to think strategically.
- Strong communication skills, works collaboratively with other internal departments and external actors.
- Ability to analyze and solve problems, make decisions.
- Ability to work independently under minimum supervision.
- Understanding and commitment to Save the Children aims, values and principles.
- High proficiency in Microsoft Office (Word, Excel, Outlook).
- Fluent in written and spoken English and Juba Arabic.

**Desirable**

- Previous experience of NGO work.

**Child Safeguarding and Code of Conduct:**

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

**FURTHER INFORMATION & HOW TO APPLY**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

*The position must be clearly indicated in your subject-line or envelop.*

**Deadline** for receiving applications is **1<sup>th</sup>, April, 2017 by 5.00 PM** via **email at:** [jobs.southsudan@savethechildren.org](mailto:jobs.southsudan@savethechildren.org) hand delivered to the nearest Save the Children Office.

**Please note that:**

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

