



VACANCY ANNOUNCEMENT

POSITION TITLE: PHARMACY/LOGISTICS ASSISTANT RRHP

NUMBER OF VACANCIES: 01(ONE)

DUTY STATION: JUBA, SOUTH SUDAN

CONTRACT LENGTH: 6 MONTHS

REPORTS TO: PHARMACY OFFICER RRHP/LOGISTIC OFFICER

Job Summary:



Responsible for assisting the RRHP Pharmacy Office and RRHP Logistics Officer in the importation, warehousing, repacking (kitting), and shipping of pharmaceutical and related commodities to RRHP supported counties in Upper Nile and Jonglei State. Must have experience in logistics, product management, inventory, and shipping and tracking of products in South Sudan. Will work under the supervision of pharmacy and logistical officers in supply chain management (warehousing) and shipping and tracking of commodities in two States in South Sudan.

Responsibilities:

1. Responsible for pharmacy and logistical activities under the authority and supervision of the RRHP Pharmacy Officer in the importation, storage, kitting, and, delivery of pharmaceuticals and related equipment to 24 counties in South Sudan.
2. Maintain a commodity/inventory tracking system for pharmaceuticals and related commodities and ensure reporting of this inventory back to RRHP Pharmacy Officer
3. Under the supervision of the RRHP Pharmacy Officer assist with maintaining and updating a system of documentation for items that come into the store (invoice, bill



of laden, etc.) and a system for all items going out from the store (way bills, delivery bills).

4. Direct oversight of day workers tasked with "Kitting" of Emergency and Essential Drug Kits for PHCCs and PHCUs under the supervision of the RRHP Pharmacy Officer
5. Assist RRHP Pharmacy Manager and Logistics Officer in the shipping of all products to counties and health facilities in two of South Sudan's states.

Qualifications (Required):

1. Three or more years of logistics experience in a position with responsibility of warehousing and monitoring medical related commodities
2. Three or more years of logistics experience in packing, shipping, and transport of such commodities.
3. Associate level college degree in logistics or management related field.
4. Demonstrates experience and skill in ability to organize supply and distribution systems and find innovative solutions to complex problems under difficult conditions.
5. Must have strong English writing skills and analytical abilities.
6. Proficiency in Microsoft Office applications including MS Word, Excel and PowerPoint. Internet fluency a plus.
7. Willingness to support IMA World Health's Mission.

Contact

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from the previous employer to:

The Human Resource Office IMA or e-mail Jubahr@imaworldhealth.org, or hand delivered to the IMA Juba office in Nimra-Talata, Opposite Basketball stadium. Dateline for submission is Friday **12/5/2017 by 5pm Juba Time**

NB: Application received later than the dateline will not be shortlisted, **only shortlisted candidates will be contacted. Due to urgency of this vacancy announcement IMA reserve the right to fill this position prior to the closing date**

This Position is open to South Sudanese nationals only.

