**DISTRIBUTION MANAGERS**

**TERMS OF REFERENCE**

**Key Duties and Responsibilities**

1. Conduct the logistics assessment for mass LLIN distribution
2. Provide a detailed report of the log assessment to the program manager
3. Plan the LLINs mass distribution with the State, County and Payam officials
4. Identify county and Payam supervisors
5. Plan and conduct trainings for county & Payam supervisors and volunteers
6. Identify potential areas to be used as distribution sites together with the local leaders/officials
7. Identify volunteers to be recruited for the mass distribution of LLINs.
8. Quantify the number of LLINs required in each payam based on the population and HH figures.
9. Ensure that registration of the HHs is done as per the mass distribution methodology
10. Discuss with local authorities to keep LLINs in the safer place before distribution,
11. Conduct mass LLINs distribution as per the methodology
12. Enter LLINs data to the mass LLINs distribution format and send the complete data to program manager as soon as campaign is completed.
13. Record , keep and send all relevant data for the trainings, LLINs distribution and others to the M&E officer
14. Perform any other activities as required.

**Requirement:**

1. Degree or Diploma and its equivalence in any professional academic field.
2. Juba Arabic and other local languages (Dinka, Nuer, Shilluk, Anyuak and Murle) is added advantages.
3. Good command of written and spoken English with excellent verbal communication skills.
4. Field experiences and/or knowledge of the Upper Nile and Jonglei States are added advantage

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 previous employers to:

The Human Resources & Admin Manager,

IMA World Health Office, Nimira Talata, Block 1, Plot number no. 3 or alternatively email your application to:

[patricklumomba@imaworldhealth.org](mailto:patricklumomba@imaworldhealth.org) before the application end date listed above. Please note that only shortlisted applicants will be contacted. Do not submit original documents.