



**COSEDA**

## COMMUNITY SOCIAL AND ECONOMIC DEVELOPMENT AGENCY

Acacia Road, Gudele, Juba, South Sudan Telephone: +211926433637 Email: info@coseda.co



### Vacancy Announcement

#### About COSEDA

Community Social and Economic Development Agency (COSEDA) is a reputable organization dedicated to promoting sustainable development and improving the social and economic well-being of communities. With a focus on the African continent, COSEDA partners with governments, civil society organizations, UN agencies, and other relevant stakeholders to design and implement effective programs and projects.

#### Our Vision

To create a self-reliant and empowered community in South Sudan where local resources are optimally utilized to drive economic growth and enhance the overall well-being of its residents.

#### Our Mission

COSEDA's mission is to empower communities by providing them with the necessary tools, resources, and knowledge to drive social and economic development. By fostering partnerships and leveraging local insights, COSEDA aims to create lasting positive change and improve the lives of individuals and communities.

#### Important Notes

1. Applicants must provide all details requested in this advertisement. It is an offence to include false information or present forged certificates/documents.
2. Only shortlisted candidates will be contacted.
3. Canvassing in any form will lead to automatic disqualification.
4. COSEDA is committed to fair competition, merit-based recruitment, and equal employment opportunities for all South Sudanese, including men and women, members of all ethnic groups, persons with disabilities, and marginalized communities. We strongly encourage applications from these groups.
5. Shortlisted candidates will be required to present original copies of their National Identity Card, academic, and professional certificates during interviews.

COSEDA is an equal opportunity employer and encourages candidates from all backgrounds to apply. We are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels a sense of belonging.

COSEDA is also committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff to share this commitment. COSEDA's employment policy maintains **zero tolerance** for sexual exploitation and abuse. All potential candidates will undergo rigorous background checks and vetting procedures to prevent such misconduct.

#### Position Details

**Position Title:** Medical Logistics Officer (1 Position)

**Vacancy Number:** COSEDA.VAC/No. 01/2025

**Reporting to:** Lot 25B County Health Coordinator

**Location:** Tonj East County, Warrap State

#### Summary of Responsibilities

The Medical Logistics Officer is responsible for ensuring the effective and efficient implementation of medical supply chain management for supported health facilities. He/she will oversee the readiness of

*Promoting Sustainable Health, Social and Economic Development for African Communities*

[www.coseda.co](http://www.coseda.co)

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all facilities under HSTP in relation to the ordering, maintenance, and replenishment of pharmaceutical and non-pharmaceutical items in the assigned county/lot.

The officer will coordinate closely with the County Health Coordinator, storekeepers, facility drug dispensers, and in-charges to manage supplies—including receiving, storing, transporting, and delivering medical commodities and equipment. He/she will also ensure that documentation related to medical supplies is properly completed and filed for reference and accountability.

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### **Essential Duties and Responsibilities**

The Medical Logistics Officer will work closely with the Tonj East County Health Department (CHD), Warrap State Ministry of Health, health facility management, and other stakeholders to ensure effective medical supply chain management under the HSTP project.

#### **1. Supply Chain Management**

- Support the CHD in strengthening supply chain systems to ensure the use of quality pharmaceuticals and medical products in line with the South Sudan, Essential Medicines List (SSEML).
- Coordinate the ordering, receipt, and distribution of pharmaceutical and non-pharmaceutical supplies to all HSTP-supported health facilities.
- Ensure timely last-mile distribution of medicines and commodities to facilities and Boma Health Teams within 21 days.
- Track drug and commodity consumption at health facility and community levels to ensure accountability and prevent stockouts or overstocking.
- Manage and monitor parallel supply chains (e.g., MOH, Nutrition, Vaccines, Malaria, TB commodities) to prevent duplication, waste, and expiries.
- Participate in HSTP training on streamlined supply chain operations and the use of logistics data collection tools.

#### **2. Warehousing and Stock Management**

- Supervise storekeepers in all stores within the assigned lot.
- Ensure safe, secure, and clean storage conditions for all medical supplies.
- Maintain accurate and up-to-date stock records using standard requisition forms, stock cards, and PMIS tools.
- Conduct regular warehouse inspections, de-junking exercises, and inventory checks to improve warehouse management systems.
- Ensure that all received medicines are properly documented and distributed promptly to health facilities.

#### **3. Coordination, Reporting, and Data Management**

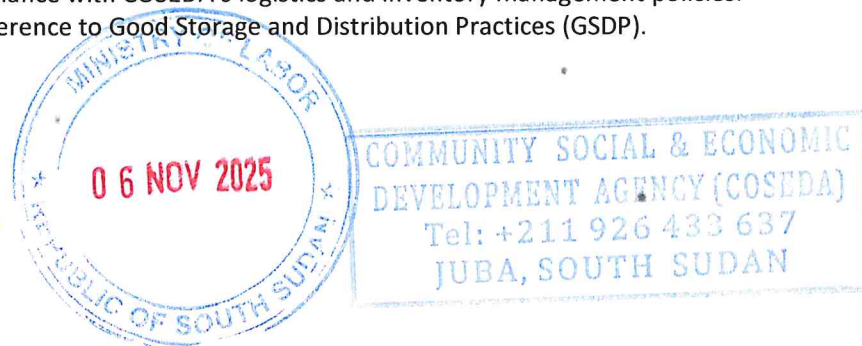
- Ensure consistent communication and coordination with the County Health Coordinator, CHD warehouse, and COSEDA logistics team in Juba for timely replenishment.
- Submit accurate monthly drug consumption and stock status reports to the supervisor.
- Ensure that monthly consumption reports are entered into **DHIS2** for trend analysis.
- Maintain a comprehensive filing system for all logistics documentation to ensure traceability and accountability.

#### **4. Capacity Building and Supervision**

- Conduct regular supervision visits to health facility stores to provide technical support on proper storage and stock management.
- Provide on-the-job training and mentorship for drug dispensers and facility staff to promote the rational use of medicines and proper documentation.
- Support quarterly refresher training for drug dispensers and other relevant staff in the county.
- Support CHD and facility management in strengthening Drug and Therapeutics Committees (DTCs) and drug management teams.

#### **5. Quality Assurance and Compliance**

- Ensure compliance with COSEDA's logistics and inventory management policies.
- Promote adherence to Good Storage and Distribution Practices (GSDP).



- Monitor and report any discrepancies, losses, or potential risks affecting the integrity of medical supplies.
- Ensure that health facility drug stores consistently meet national standards and quality benchmarks.

#### 6. Other Duties

- Support BHI and PHC activities as needed, especially when the responsible officers are on leave or official travel, as approved by the Lot Coordinator.
- Perform any other related tasks as may be assigned by the supervisor or COSEDA management.

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### Competence and Requirements (Verified for South Sudan Health System)

#### Minimum Academic Qualification

- A **Diploma in Pharmacy or Pharmaceutical Sciences** from a recognized and accredited health training institution in South Sudan or the East African region.
- Alternatively, a **Diploma in Clinical Medicine, Nursing, or Public Health** from a recognized institution with **additional training or demonstrable experience in medical logistics, supply chain management, or pharmaceuticals.**
- *(A Bachelor's degree in Pharmacy, Supply Chain Management, or Public Health is an added advantage.)*

#### Professional Registration

- Must be **registered and licensed** with the **South Sudan General Medical Council (SSGMC)** or the **National Health Professionals Council (NHPC).**
- Applicants should possess a **valid practicing license** or proof of renewal.

#### Work Experience

- Minimum of **2–3 years of progressive experience** in medical logistics, health commodities management, or supply chain management within South Sudan or a similar humanitarian context.
- Proven experience in managing drug stores, cold chain, and commodity distribution under projects such as **HSTP, HPF, or UNICEF-supported programs.**
- Demonstrated understanding of **MOH logistics systems**, including the **Pharmaceutical Management Information System (PMIS), Logistics Management Information System (LMIS),** and **DHIS2** tools.
- Prior experience working with **County Health Departments (CHDs)** or **State Ministries of Health** is highly desirable.

#### Knowledge and Skills

- Strong knowledge of the **South Sudan Essential Medicines List (SSEML)** and national drug management guidelines.
- Familiarity with **Good Storage and Distribution Practices (GSDP)** and rational drug use.
- Computer literacy (Microsoft Excel, Word, PowerPoint).
- Proficiency in English (spoken and written); knowledge of **Arabic or local languages** (Dinka, Nuer, Shilluk, etc.) is an advantage.
- Strong teamwork, communication, and interpersonal skills with the ability to work effectively in **hard-to-reach or resource-limited areas.**

#### Behavioral and Ethical Standards

- Demonstrated integrity, accountability, and commitment to COSEDA's **Code of Conduct, Safeguarding Policy, and Anti-Fraud Framework.**
- Proven ability to maintain confidentiality and ethical conduct in all operations.
- Commitment to gender equality, inclusion, and representation of marginalized and vulnerable populations.

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#### Code of Conduct

All applicants must demonstrate a commitment to COSEDA's **Code of Conduct and Ethics**, promoting a culture of integrity, accountability, and transparency. Staff are expected to avoid conflicts of interest,



fraud, corruption, harassment, and other forms of misconduct. Supervisors must set an example of ethical behavior and ensure compliance within their teams.

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#### **Safeguarding**

All staff share the responsibility to safeguard and protect the people we serve, including children and vulnerable adults, from all forms of abuse, exploitation, and neglect.

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#### **Misconduct Disclosure Scheme**

All employment offers at COSEDA are subject to satisfactory reference checks and background screening. By applying, candidates acknowledge and accept these procedures.

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#### **Application Procedure**

Interested and qualified candidates should submit their **application (cover letter and CV)** via email to:

[hr@coseda.co](mailto:hr@coseda.co)

**Deadline:** Applications must be received on or before **26<sup>th</sup> November 2025 at 5:00 PM (CAT)**. Please quote the **vacancy number and position title** in the email subject line.

**Note:** Applications will be reviewed on a rolling basis.



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