



# IMA WORLD HEALTH



## ADVERTISEMENT

**Post Title:** Assistant Medical Logistic

**Number of Vacancies:** 01 (One)

**Duty Station:** Morobo County

**Contract length:** Up-to June 30<sup>th</sup>, 2021 renewable  
**Reports to:** Health Coordinator

### ORGANIZATIONAL BACKGROUND

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

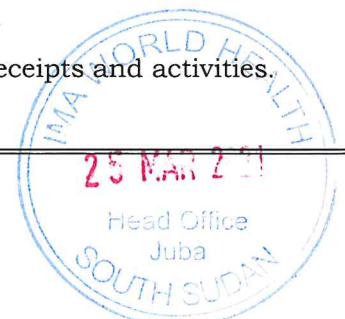
### POSITION DESCRIPTION

**This position is for the Essential Health Services to IDPs and Returnees, Implemented by IMA World Health, the post will report to the Health Coordinator, based in Kajo Keji and Morobo Counties.** The position requires a dynamic individual with the ability to undertake multiple tasks in a busy organizational setting.

### KEY RESPONSIBILITIES:

The Assistant Medical Logistic will be task with the followings:

- Understand, implement and/or maintain standard pharmaceutical inventory management policies and procedures.
- Manage and document the receipt, handling, storage, release and reporting of medical items.
- Advise supervisor of potential inventory shortage.
- Manage casual laborers in the warehouse.
- Ensure the maintenance of warehouse building(s), fittings and equipment.
- Implement and ensure clear safety procedures.
- Implement and ensure clear loading/unloading procedures, correct stacking and turnover (FIFO) procedures.
- Advise the Health Coordinator of warehouse-specific issues or improvements
- Maintain the Warehouse activity book recording all outgoing and incoming receipts and activities.



- Ensure proper storage and distribution of medicines and proper supplies as per distribution plan.
- Ensure reconciliation of orders placed, orders received and items distributed to the field sites, share procurement documents with field team for items purchased centrally.
- Ensure proper documentation of waybills, store releases and other documentation.
- Receive and verify medicines and medical supplies with/ under technical guidance of Health Coordinator.
- Provide regular updates on medically related procurements.
- Provide training to program and Operations on the storage and release of warehouse items including pharma and non-Pharma.
- Create a report on availability of storage space for procured or ordered items and advice requestors on duration of storage.

### **Warehousing and Inventory**

- Monitor security of IMA World Health's storage and supplies.
- Receive completed store's request forms and prepare the goods for issuance.
- Ensure goods, equipment are signed for received on the request form (office expendables) or waybill (all other items).
- Prepare a monthly report for the expendables store outlining all stock movements and remaining balances.
- On a monthly basis, work with the Health Coordinator to reconcile the Warehouse register in the Asset tracking sheet and equipment issuance forms.
- Update the stock record cards regularly.
- Conduct routine inventory inspection and submit report to the Health Coordinator in a timely manner.
- Maintain full and accurate inventory records.
- Undertake (documented) monthly and ad-hoc physical inventory checks.
- Provide on-time, standard monthly reports to the supervisor.

### **Core Competencies and Qualifications Required Essential**

- ❖ University education to Diploma/Advance Certificate level in Pharmacy/Nursing or Business Management or equivalent (Logistics is an asset).
- ❖ 3 – 5 years' work experience in similar function.
- ❖ Good knowledge in Good Distribution/Storage Practices is a plus.
- ❖ Order and inventory management is a must.
- ❖ Good command of written and spoken English and local languages.
- ❖ Excellent computer skills (Excel is a must).
- ❖ Methodical person.
- ❖ Ability to establish priorities, plan, coordinate and effectively execute functions under pressure with minimal supervision to meet tight deadlines
- ❖ Good communication (spoken and written) skills, ability to prepare and present information and prepare written documents/communications in a clear, concise style; ability to articulate options and defend recommendations.
- ❖ Good computer skills, proficiency in various computer software packages including word processing, spreadsheet and internet applications; familiarity with database management desirable.
- ❖ Good interpersonal skills and ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- ❖ Excellent organizational, managerial and report writing skills.

### **APPLICATION INSTRUCTIONS:**



Interested candidates who meet the above conditions should forward their CVs and covering letters (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org), or hand delivered to the **IMA World Health South Sudan Country Office: Located at Heran Office Complex, Hai Cinema, Opposite Juba Stadium, Stadium Road, Along Pyramid Continental Hotel • Juba • South Sudan.**

**Deadline for submission will be April Friday 9, 2021 by 5 pm South Sudan Local time.**

**We will be reviewing applications on a rolling basis, so please apply at a suitable time.**

**Include Name of the position and location in email subject line or on the envelope clearly marked**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

**Open to South Sudanese nationals only**

**Female candidates are strongly encouraged to apply for this position.**

