



INTERNATIONAL MEDICAL CORPS

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Approved by
Inspector



JOB VACANCY RE-ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Medical Logistics Officer (01)
Country Program:	South Sudan
Location of Position:	Malakal
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	1/September/2021
Advertised date	09/August/2021
Closing Date for Applications:	26/August/2021

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.



Essential Job duties / Scope of Work:

- Receives or oversees the receipt of pharmaceuticals, medical equipment, stock, and supplies, uses both paper and computer system to maintain verification of all transactions.
- Issue pharmaceuticals and medical commodities to field sites according to request and based on approval, prepare waybill
- Follow up receipt at field level and keep documentation
- Follow up return documentation (signed waybills and GRN) and report to supervisor accordingly
- Maintains stock keeping records/ update pharmaceuticals and medical supplies data base on monthly basis
- Ensure cold chain is maintained and keep records
- Inspects items (pharmaceuticals and med commodities) received for accurate count and condition; verifies that stock meets specifications and that orders are complete; flag issues on discrepancy, near expiry and resolves order problems with departments.
- Stores pharmaceuticals according to standard by class, use, project site, donor, style or size, according to department procedures; rotates supplies to ensure that items do not expire before use, actively implement FEFO.
- Facilitate delivery of pharmaceuticals and medical goods to appropriate sites, may oversee the delivery or distribution of goods by filling requisitions ...
- Ensure timely submission of the weekly stock ledger and monthly status reports of the active grants in the WH to program staff and country reporting officer
- Strategically manage warehouse in compliance with IMC's policies and vision
- Oversee receiving, warehousing, distribution and maintenance operations
- Setup layout and ensure efficient space utilization
- Initiate, coordinate and enforce optimal operational policies and procedures, WH registration, WH inspection and stock management
- Adhere to all warehousing, handling and shipping requirements
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc)



- Receive feedback and monitor the quality of services provided

Communication and teamwork:

- Ensure good communication with peers and donor's representatives including vendor Transporters
- **Facilitate** harmonious working relationship with partners, beneficiaries and other **stakeholders**.
- Report problems encountered in the warehouse or within the team to the Supervisor
- Propose solution to solve any problem faced and report them to the Supervisor
- Participate actively in regular staff and program meetings
- Prepare weekly team's work schedule.
- **Prevention of Sexual Exploitation and Abuse**
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.
- Ability to cope with stressful situations and work with limited resources

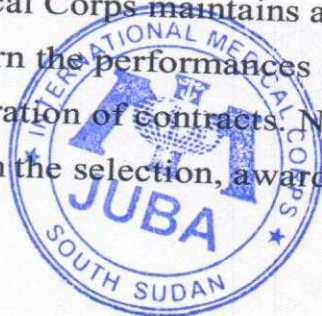


Compliance & Ethics:

Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs:

The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a



contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Working Relationships:

- Proactively engage with your supervisor, and key staff Program, Finance and HR/Admin on all matters to ensure that programmatic and project planning incorporates sufficient funding for warehouse requirements and assets.
- Proactively engage on a regular basis with Split based Logistics Desk Officer to ensure appropriate links and coordination support.

Success factors:

- Conscientious with as excellent sense of judgment
- Ability to work simultaneously on multiple tasks.
- Willingness and ability to work effectively with a wide variety of people.
- Ability to work as part of a team and coordinate with project personnel.
- Computer literate and strong organizational skills.

Personnel Requirements (special training/experience required, provide 6-8 requirements):
Minimum requirements are:



1. Bachelor / Diploma Public health, Business administration, Logistics, Pharmacy Technology
2. A minimum of 2 years working experience in Medical Logistics and warehousing
3. Excellent interpersonal and team skills.
4. IT skills or the ability to learn.
5. Ability to write, speak and understand English and Arabic to a proficient level.
6. Ability to work as part of a team or independently when required
7. Good time management skills
8. Able to priorities work efforts
9. Strong negotiation, interpersonal and organization skills.
10. Excellent communication and interpersonal skills.



Competencies: -

- Good organizational, forecasting and planning skills with the ability to review establish and implement effective warehouse management systems.
- An understanding of requirements of a rapid response emergency operation.
- Attention to details and excellent numeracy.
- Diplomacy, agile, tact and communication and negotiation skills.
- Fluent spoken and written English and Juba Arabic local dialects
- Flexibility, adaptability to work under tight deadlines and pressure.

Success factors: -

- Conscientious with as excellent sense of judgment
- Ability to work simultaneously on multiple tasks.
- Willingness and ability to work effectively with a wide variety of people.
- Ability to work as part of a team and coordinate with project personnel.
- Computer literate and strong organizational skills.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand



delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Closing date for receiving application:
26/August/2021

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Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. **Please do not submit your CV or application to this website, it will not be considered for review**

