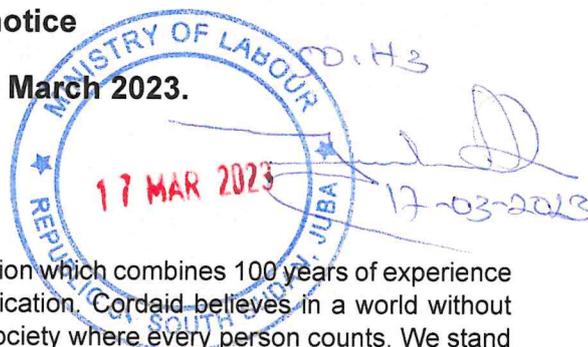


## Vacancy notice

Advert opens 17<sup>th</sup> March 2023.



### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East, and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity building. Currently it has programs in Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership, and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Medical Logistics Supply Officer** as detailed below.

**Position: Medical Logistics Supply Officer**

**Based Location: Bentiu**

**Number of position (s): One (1)**

**Reporting Lines:**

The Medical Logistics Supply Officer reports directly to the Area Coordinator-Bentiu.

**Purpose of the position:**

The Medical Logistics Supply Officer is part of Cordaid South Sudan team responsible for planning, supervision, and coordination of pharmacy operation in the Lot, to oversee receipt, distributions, rational use of medicine in the Lot and compilation of monthly pharmaceutical reports of the Lot.



## Duties and Responsibilities

- Overseeing and supervising all pharmaceutical activities in the lot
- Forecast and quantify medical supplies for all health facilities in the project to avoid stock rupture and understocking.
- Apply good aspect of supply chain throughout the project in term of reception, transportation, storage, and distribution of medical supplies.
- To ensure last mile distribution of all medical supplies especially quarterly supply form HPF been conduct within time and all PODs shared with the donor within 21 days.
- To ensure rational use of medical supplies at the level of all health facilities in the lot by engaging clinicians, nurses, and other actors in the health facilities.
- Collect, review, and submit accurate, complete, and timely reports of monthly E-Pharmaceutical report and other reports requested by the donor.
- Analyze all pharmaceutical reports to build up informed decision on supplies and consumption.
- Conduct rotation of medical supplies from facility of low consumption to the highest consumption to avoid stock out and expiration of supplies.
- Conduct trainings (OJT, Classroom) to HFs staff and ensure regular mentorship of pharmacy staff in all health facilities.
- Work with the CHDs to support CHDs Pharmaceutical staff and ensure preparedness of the store for keeping supplies.
- Coordinate and mobilize supplies from other partners to support CHDs.
- Attend/organize all meetings related to pharmaceutical management, especially DMC meetings where medical supply officer is the secretary.
- Participate and pay support supervision visit to all health facilities for capacity building and performance evaluation.
- Any other task assigned by line-manager.

## Key qualification and competencies

- Degree or Diploma in Pharmacy. Qualification in Supply Chain Management is essential.
- At least 3 years' relevant work experience in logistics and procurement management.
- Strong analytical and problem-solving skills.
- Strong organise of one's own work, setting the right priorities.
- Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player.
- Good English writing and communication skills.
- Good knowledge of MS office applications as Excel, Word, Power Point, Outlook, and e-mail communication.



## **Further information and how to apply.**

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes. **e.g.CSS001/3/23 Medical Logistics Supply Officer-Bentiu.**

**or**

Applications can also be hand dropped at Cordaid Office Juba, Plot 45, 3<sup>rd</sup> Class Hai Neem, to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **6<sup>th</sup> April 2023.**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure.

All applications submitted cannot be returned.

**(South Sudanese Nationals Only)**

