



Vacancy notice

Advert opens 6th August 2020

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 the area of 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 **Logistics Officer-Medical Supplies as detailed below.**

Position: Logistics Officer-Medical Supplies

Based Locations: Juba, with up to 20% Field Travel

Number of positions: One

Reporting Lines

The Logistics Officer-medical supplies reports to the Logistics and Procurement Manager

Purpose of the position:

The Logistics Office-medical supplies will ensure the timely, cost effective procurement and delivery of medical supplies for the smooth implementation of projects activities.



Key Responsibilities and Accountabilities:

Logistics and Procurement

1. Responsible for national and international procurement of medical supplies in compliance with Cordaid and donor procurement regulations.
2. Enforce internal control procedures and assure adequate documentation and approvals for all procurement of medical supplies including following donor compliance and regulations.
3. Supports the development of medical procurement specifications for field staff.
4. Provides technical assistance in distribution, storage, and transportation of medical supplies to field locations.
5. Provide technical support to the Procurement team on issues related to the quality of health care products to enable appropriate sourcing (donor prequalified vendors) : Checks conformity of received goods with the PO (dosage, origin, manufacturer) or specification, check that the product corresponds with the quality certificate from the supplier.
6. Ensures that pharmaceuticals are procured in a timely manner in accordance with Cordaid procurement and South Sudan regulatory requirement.
7. Receives and inspects all medical supplies from suppliers and donor agencies and performs quality control (kind of goods, quantity, packing, shelf life, labelling etc.).
8. Manage and allocate drug donations and gifts in kind with Health program manager.
9. Ensures that Cordaid Warehouse and supply chain are in compliance with the current guidelines on good storage and distribution practices of pharmaceutical products in South Sudan and or the WHO Good Distribution Practices (GDP).
10. Responsible for follow up of field requests of Medical commodities and subsequent collection of the supplies from donor/partner warehouses.
11. Ensure that procurement request forms from managers comply with Cordaid's procurement policy and guidelines and are processed promptly.
12. Maintain and execute a quarterly procurement plan for medical supplies.
13. Request for quotation's and prepare Comparative Bid Analysis, Purchase Orders and Supplier Contracts. Waivers as well as Goods Received Notes, Service Competition Note for each procurement transaction of medical supplies as assigned by the Logistics manager
14. Plan, coordinate and conduct national and international tendering processes in consultation with the Logistics and Procurement Manager for medical related supplies. Ensure to provide the secretariat duties as required for the Procurement and Tender Committee.
15. Draft and submit the procurement evaluation report of medical supply tenders to the Logistics and Procurement Manager for consideration.
16. Establish a medical supplies procurement tracking sheet for all Purchase Request (PR) activities and daily update of tracker through the server. Ensure that the inputs from the individual tracker is shared with the Procurement Manager and provide advance warnings of delays / shortages or other problems to programme managers.
17. Ensure that the procurement documents are filed in chronological order and as per the procurement process for audit purpose.
18. Establish a data base of qualifying suppliers and analyse the supplier's data base to ensure that the suppliers on the suppliers list are with appropriate valid license and tax certificate. Take appropriate action to discard suppliers who do not meet the required standards.
19. Present weekly/monthly medical supplies procurement reports and updated procurement plan to the Logistics and Procurement Manager for the Senior Management Team presentation and update.
20. Conduct field visits to sub-offices as requested by Logistics and Procurement Manager to support procurement activities at field level including systems implementation.



Contract Management

1. Draft contract for suppliers and ensure that all legal aspects are verified, and that the contract is as per Cordaid's standards.
2. Prepare and maintain logistics contract and service agreement management tracking system to ensure that responsible staff are aware the payment deadlines, contract renewals and non-renewals and provide schedules and deliverables.
3. Maintain a matrix of clear roles and responsibilities for all individuals involved in the logistics contract and service agreement management and monitoring.
4. Review contracts and service agreements periodically and recommend amendments/changes to the Logistics and Procurement Manager for approval by the Country Director.
5. Review, record and conduct an evaluation of the contractor's/supplier's performance as per the contract/ToR (Supply/Works/Services) for future reference. Communicate with managers of performance not met and advise on mitigation to ensure that the certificate of service completion is submitted after the work is completed as per standard.
6. Review the active suppliers/contractors/service providers to ensure that each provider does not exceed the maximum approved period of service. Ensure to suggest a change of providers after every two years of service.
7. Follow-up with service providers and suppliers to submit invoices for payment as per the delivery note and/or service provided.
8. Prepare the received invoice for payment by attaching the relevant support document including the purchase order and the contract of service. Facilitate and ensure payment of suppliers is made promptly.
9. Ensure that all received invoices are registered in the invoice register (hard copy register) and forward to Finance Department for processing and payment.
10. Ensure procurement procedures are conducted and managed according to the Cordaid Standards and advise on conflict of interest.
11. Conduct other duties as directed by the Logistics and Procurement Manager.

Qualifications and skills

1. Degree or Diploma in Pharmacy. Qualification in Supply Chain Management is essential.
2. At least five years' relevant work experience in logistics and procurement management
3. Strong analytical and problem-solving skills
4. Strong organizer of one's own work, setting the right priorities
5. Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player
6. Good English writing and communication skills
7. Good knowledge of MS office applications as Excel, Word, Power Point, Outlook and e-mail communication.
8. Preferably good knowledge about South Sudan context
9. Strong networking skills

Competencies

1. Ability to work effectively in harsh conditions
2. Ability to provide strong leadership in especially difficult circumstances
3. Team player
4. Has integrity
5. Responsibility



6. Strong networking skills
7. Ability to correctly analyse problem situations

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

Mention the vacancy reference number position in the subject line on the envelopes.
e.g.CSS02/08/20 Logistics Officer-Medical Supplies -Juba

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid**.

Deadline for submission is by the **26th August 2020**

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.

