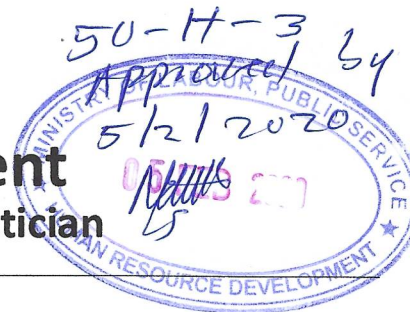




Job Advertisement Assistant Medical Logistician



Location: Based in Juba

Reporting to: Medical Logistician

Job purpose: The medical logistician assistant will monitor and support the ordering, preparation and restocking replenishment of the Quick Run Bags (QRB) and PEP Kits, Emergency Response Team (ERT) First Aid Medical Kits and First Aid Kits in the (bases and vehicles) across the country program. All activities are carried out in line with Medair policies and procedures and according to any applicable donor, GSO-HQ or field guidelines.

Major duties:

- Maintain stock and act as focal person for First Aid Kits (base and vehicle), Quick Run Bags (QRB), and Post-Exposure Prophylaxis (PEP) kits and staff health stock for Medair SDS
- Process stock requests from Medair staff for replenishing QRB, PEP and First Aid Kits in a timely manner Prepare stock requests for vehicle first aid kits for Juba base, in consultation with Juba drivers
- Process stock requests, for eligible staff, for malaria prophylaxis ensuring stocks of malaria prophylaxis are maintained and ordered twice a year as necessary. with monthly checks (inventory and expiry dates)
- Manage the staff health medicines and medical stock at Juba warehouse, completing 6 month staff health medicines and medical supplies order, in consultation with Juba staff Health focal person
- Conduct monthly inventory for staff health medicines and medical stock
- And any other duties assigned by the Medical Logistician

Person Specification

Essential

- Certificate in Pharmacy/Nursing
- At least one year of post qualification work experience in Medical Field
- Good English (spoken and written)
- Computer literate with good working knowledge of Microsoft Excel, Word, Outlook, Power point, Google docs and logistic software & apps
- Team player with good inter-personal skills Good communicator, able to pass on information efficiently Willingness to support others and share workload
- Capacity to work under pressure and manage personal stress levels Able to work across South Sudan Able to work effectively in a wide variety of situations Creative, open-minded, flexible, self-learner Able to cope with basic living conditions in the field and during field trips

Desirable

- Diploma in Pharmacy or Nursing
- Experience of stock management systems
- Experience of working in a multicultural team
- Willingness to be stretched professionally and personally

Planned start date: as soon as possible Duration of commitment: 1 year with possibility of extension

Application deadline: **25th Feb 2020.**

A complete Job Description on this position is available on request from the email below.

Only shortlisted candidates will be contacted. Women are encouraged to apply.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 professional referees, and (2) a Cover letter detailing how you qualify for this position. **To: Human Resources Department-Medair South Sudan-Theo Road, Hai Tongping**

Or e-mail: recruitment@southsudan.medair.org

recruitment-sds@medair.org

