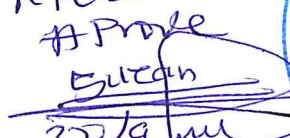
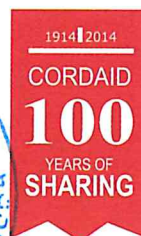


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Vacancy notice



**Advert opens 30<sup>th</sup> September 2021**

### 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 **Medical Storekeeper** as detailed below.

**Position:** Medical Storekeeper  
**Based Location:** Mankien- Mayom County  
**Number of positions:** One

### Reporting Line:

The Medical Storekeeper reports to the County Coordinator

### Purpose of the Job

To provide logistic warehousing management support in Mayom County / Mankien field office with direct technical support to drug store team.



## KEY RESPONSIBILITY

### Warehouse Management

Technical support on identifying stock gap to avoid stock out rupture.  
On receiving, varication storage and dispatching of medical supplies.



1. Excellent English writing and communication skills  
Basic Computer skills - MS –Office.
2. Oversee all the storekeepers, mentor and coaching them on all activities related to inventory management.
3. Attends meetings discuss medical supplies consumption and participate with valuable facts that might contribute to good and rational consumption of medical supplies.
4. Conduct CME, (Continuous medical education) or OJT that will build capacity of the storekeepers in the respective CHD.
5. Lobby and mobilize with other partners for donation of medical supplies to cover the gaps.
6. Ensure suitability of the CHD drug store in term of premises, shelving, ventilation, and availability of pallets.
7. Ensure Conduction of timely and complete last mile distribution of supplies upon arriving to the CHD store.
8. Establish close follow up with medical supply officer on supply chain related constrains.
9. Actively participating in logistic and supply chain management process in the county.

### Specific task for medical Storekeeper

- 1- Ensure recording and reporting of all gaps and shortage of medical supplies, with more attention on tracer medicines to avoid any stock rapture.
- 2- Ensure receiving, verification, documentation of any incoming supplies, and conduct on spot checking by using available check list and all discrepancies to be reported immediately.
- 3- Ensure good storage practice (GSP) being applied in all CHD and HFs drug stores by keeping stores clean, arranged, stocked on pallets, and secured.
- 4- Apply good inventory management, through proper use of PMIS tools such as, stock card, reporting and requisition voucher and others. All transactions and movement of stock in the store should be documented and well updated.
- 5- Mandatory physical count or stock taking to be conducted in the store on monthly bases before generating monthly pharmaceutical report for each health facility.
- 6- Work closely with storekeepers for timely, accurate and complete monthly report for each facility to be submitted to the CHD.
- 7- Ensure that rotation of medical supplies between county health facilities is done in proper

way and all information and processes are documented and recorded in stock cards.

- 8- Properly use disposal procedures of expired medical supplies and conduct de-junking in follow up with medical supply officer.
- 9- Ensure all medical supplies donated are in line with South Sudan donation guideline.
- 10- Ensure fluent follow of supplies to BHI Supervisors.
- 11- Any other duty assigned by line manager.

### 1.1 Qualifications

- 2.0 Diploma in Pharmacy, Supply Chain Management and/or Business Administration or equivalent with work experience.
- 3.0 At least three years' relevant work experience in Medical logistic, Healthcare Service Delivery Management in NGO environment.
- 4.0 Strong analytical and problem-solving skills
- 5.0 Strong organizer of one's own work, setting the right priorities
- 6.0 Be diplomate, result-oriented, innovative and a strong team player

### 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. **CSS05/9/21 Medical Storekeeper -Mankien-Mayom County**

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 **19<sup>th</sup> October 2021** but the recruitment will be done on a rolling basis.

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.

