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Approved
Labour types
Site



JOB ADVERTISEMENT

POSITION: Medical Logistic Officer
External Only

LOCATION: Bor South

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world’s poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Medical Logistic Officer** to be based in **Bor Office**.

JOB OVERVIEW

The job holders will primarily contribute to the successful implementation of Health sector transformation project **(HSTP)** - in Bor South, Duk and Twic East Counties, Lot 9 funded by MDTF/World Bank through UNICEF and led by the National Ministry of Health (MoH), Republic of South Sudan.

The Medical Logistic Officer will provide overall technical support in all aspects of BPH&N pharmaceuticals management functions within the County of deployment. The job holders of these positions shall be responsible for supply chain management, coordination and best execution of the line-up activities of last mile distribution.

1. POSITION IN ORGANISATION

- Grade: 5
- Reports to: Project Manager with a dotted reporting line and liaises closely with the Health & Nutrition Manager, Area Coordinator, Senior Logistics officer and Logistics Manager.
- Works with field team staff to monitor the quality and status of the implementation of integrated programme wide objectives articulated in the project proposal.



2. ORGANISATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model Godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
- Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

PART-1 KEY RESPONSIBILITIES

PROJECT IMPLEMENTATION

Effective implementation & communication.

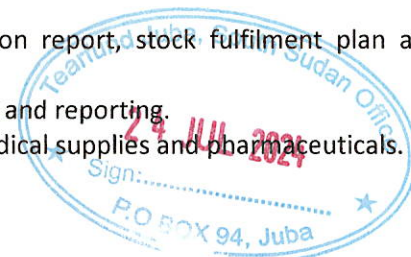
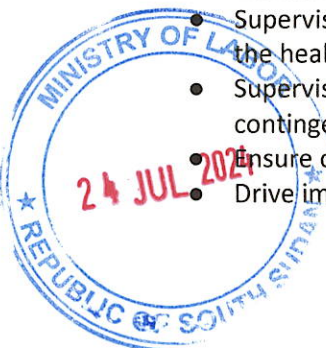
- Take leadership in the supply chain management for medical supplies and pharmaceuticals, warehousing management, transport, dispatch to the health facilities, loss management and reporting within the County.
- Carry out a variety of functions required to ensure the logistical needs of the projects are met and that all medical logistical activities are delivered efficiently, accurately and on-time.
- Carry out all activities in line with Tearfund and Donor policies and procedures and according to the standard National Ministry of Health guidelines.
- Ensures that medical supplies and pharmaceuticals are replenished in a timely manner with zero stock outs.
- Maintain a transparent, honest and supportive communication structure with the CHD, donor and Tearfund colleagues to ensure they are kept informed of applicable logistical activities and requirements.
- Develop and maintain positive relationships with suppliers, local authorities, other IPs and any other stakeholder, representing Tearfund and ensuring good cooperation and partnership.

Last mile distribution/transport

- Facilitate an efficient coordination for the movement of consignment from the suppliers/donor/ logistics third party to last mile at health facilities/boma.
- Facilitate in-country transportation of procured items to project locations in the County of assignment.
- Supervise and maintain the relationships with the County Health Department (CHD), transporters and health facility staff.

Warehousing & assets management.

- Ensure medical supplies and pharmaceuticals, including cold chains items are properly store and maintained.
- Supervise the daily entry and dispatch of medical supplies and pharmaceuticals from the County stores to the health facility and to BHWs.
- Supervise and update the monthly drugs consumption report, stock fulfilment plan and support of contingency requirements.
- Ensure consistency of warehouse/store documentation and reporting.
- Drive improvements in stock reporting accuracy for medical supplies and pharmaceuticals.



- Ensure physical inventories are conducted on a monthly basis and communicated to the project manager and the Logistics Manager as well as the Health and Nutrition Manager in copy through the monthly drug consumption report.
- Carry out staff capacity building to ensure accurate reporting and stock management.
- Ensure loss reports are compiled and or drafted and sent to the Logistics Manager, Health and Nutrition Manager and Project Manager for review.
- Maintain asset list and submit monthly updates to the Project Manager, Logistics Manager and Health & Nutrition Manager in copy.
- Check that dead-lines of medical supplies and pharmaceuticals deliveries to the health facilities are met. Perform spot-checks.
- Supervise and ensure that the County warehouse store is at all-time kept clean, well-arranged and secured.

Documentation

- Ensure that documents are regularly sent to the final storage location and that the necessary documentation is ready to be submitted to the donor and safe.
- Maintain waybills and receipts of goods in support of Tearfund's documentation tools.
- Ensure Tearfund, CHD and donor related documentations are maintained including assets tracking and Right of Use Agreements etc.

Quality and Compliance

- Ensure the medical logistics department is compliant with Tearfund and CHD guidelines, policies, procedures and adherent to any applicable standard operating procedures.
- Promote and use Tearfund's database and other operating procedures, ensuring that all the standardized formats are used and guidelines are followed.
- Be aware of the potential for loss or fraud in logistical activities and procedures. Proactively work to prevent such occurrences by coordinating with the relevant line managers to improve transparency and to ensure the best use of Tearfund and CHD assets and resources.
- Ensure that all relevant staff receive training, coaching, and mentorship on logistical procedures, internal controls and the logistical requirements of the donor.

EXTERNAL REPRESENTATION

- Build positive working relationships with local communities, Local government line ministries department, local churches, and other NGO representatives.
- Engage with local communities and community leaders to encourage local ownership of the programme, soliciting feedback and resolving issues together.

CORPORATE POLICIES, MANAGEMENT SYSTEMS and PROCEDURES

- Contribute towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor field-based work to maintain compliance.

PERSONNEL MANAGEMENT

- Promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Ensure that staff respect gender equality and local culture in a sensitive way.
- Where appropriate provide pastoral support to members of the team

GOOD PRACTICE AND INSTITUTIONAL LEARNING

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice, and are compliant with legal, contractual and statutory requirements.
- Assist the Project Manager/Area Coordinators/Logistics Manager to identify key lessons learnt from project reviews and evaluations.



- Encourage learning from sector staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.

SPIRITUAL LEADERSHIP

- Support staff’s spiritual well-being and encourage adherence to Tearfund’s Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund’s Missions, Values and Beliefs Statement.
- Participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund’s Missions, Values and Beliefs Statement.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund’s evangelical Christian beliefs.

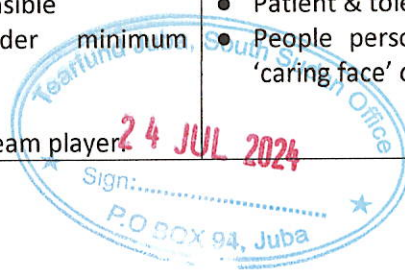
Other Information

- Tearfund seeks, as an organisation, to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund’s ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.

PART 2 – PERSON SPECIFICATION

JOB TITLE: Medical Logistic Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ● A Bachelor Degree/Diploma in pharmacy, Nursing, Midwifery/Clinical Medicine or Public Health. 	<ul style="list-style-type: none"> ● Professional/vocational/technical qualification in logistics management with an emphasis on inventory management and procurement is desirable.
EXPERIENCE	<ul style="list-style-type: none"> ● Having experience of 4-5 years post-qualifications professional experience of which at least 3 years should be in procurement, health supply chains, inventory management and last mile distribution. ● Working experience in logistics, preferably in an NGO setting. ● Ability to fill up and monitoring and reporting formats based on observations. 	<ul style="list-style-type: none"> ● Experience working with NGOs ● Flexible to work in field and travel for long hours for case work and in line with the HSTP projects requirements. ● Experience working in humanitarian response. ● Experience in M&E and conducting assessments.
SKILLS/ ABILITIES	<ul style="list-style-type: none"> ● Good oral and written reporting skills in English. ● Excellent communication, report writing skills and facilitation skills ● Ability to manage staff in a consultative and supportive manner ● Knowledge in Ms-word and Excel ● Ability to take command of a situation and make decisions 	<ul style="list-style-type: none"> ● Ability to speak Juba Arabic,
PERSONAL QUALITIES	<ul style="list-style-type: none"> ● Be trustworthy and responsible ● Willing to work under minimum supervision ● Committed Christian ● A committed and flexible team player. 	<ul style="list-style-type: none"> ● Patient & tolerant ● People person – can present the ‘caring face’ of the programme



	<ul style="list-style-type: none"> ● Cross cultural understanding / sensitivity ● Well-developed interpersonal and team skills and ability to be flexible in demanding situations. ● Willingness to travel and operate in basic conditions. 	
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> ● All roles require a DBS/Police check ● Tearfund is a member of the SCHR Misconduct Disclosure Scheme ● Personal identification information will be submitted against a Watch list database to check against criminal convictions as a counter-terror measure 		

How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted through <https://www.tearfund.org> the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **13th August 2024 at 5:00pm.**

NB:

- Applications once received are not returnable
- Female Candidates are encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- Only short-listed candidates will be notified.

