



IMA WORLD HEALTH

50-14-3  
Approved by  
MOL 20/4/23



VACANCY ANNOUNCEMENT

POSITION DESCRIPTION

**POSITION TITLE:** Medical Logistics Assistant (Non-relocatable)  
**PROJECT:** JESI  
**LOCATION:** Pigi Canal, South Sudan  
**DEPARTMENT:** Program  
**REPORTS TO:** Health and Nutrition Supervisor

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding.

**Major Responsibilities:**

The Medical Logistics Assistant will be task with the followings: -

- Understand, implement and/or maintain standard pharmaceutical inventory management policies and procedures.
- Manage and document the receipt, handling, storage, release and reporting of medical items.
- Advise supervisor of potential inventory shortage.
- Manage casual laborers in the warehouse.
- Ensure the maintenance of warehouse building(s), fittings and equipment.



- Implement and ensure clear safety procedures.
- Implement and ensure clear loading/unloading procedures, correct stacking and turnover (FIFO) procedures.
- Advise the Project staffs on warehouse-specific issues or improvements
- Maintain the Warehouse or facility pharmacy activity book recording all outgoing and incoming receipts and activities.
- Ensure proper storage and distribution of medicines and proper supplies as per distribution plan.
- Ensure reconciliation of orders placed, orders received and items distributed to the field sites, share procurement documents with field team for items purchased centrally.
- Ensure proper documentation of waybills, store releases and other documentation.
- Receive and verify medicines and medical supplies with/ under technical guidance of Health and Nutrition Supervisor.
- Provide regular updates on medically related procurements.
- Provide training to program and Operations on the storage and release of warehouse items including pharma and non-Pharma.
- Create a report on availability of storage space for procured or ordered items and advice requestors on duration of storage.

#### **Logistic services**

- Conduct all field logistic and local procurement.
- Verify local vendors and adhere to IMA World Health logistic and procurement standard operating procedures.
- Any other duty assigned by the line manager.

#### **Qualifications/Experience/Skills**

- University education to Diploma/Advance Certificate level in Pharmacy/Nursing or Business Management or equivalent (Logistics is an asset) with 3 – 5 years' work experience in similar function.
- Good knowledge in Good Distribution/Storage Practices is a plus.
- A good background in Medical logistic and procurement
- Good command of written and spoken English and local languages.
- Excellent computer skills (Excel is a must).
- Ability to establish priorities, plan, coordinate and effectively execute functions under pressure with minimal supervision to meet tight deadlines



- Good communication (spoken and written) skills, ability to prepare and present information and prepare written documents/communications in a clear, concise style; ability to articulate options and defend recommendations.
- Good computer skills, proficiency in various computer software packages including word processing, spreadsheet and internet applications; familiarity with database management desirable.
- Good interpersonal skills and ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

**Excellent Interpersonal Skills (Preferred):**

- Ability to handle work in a timely and accurate manner with tact and discretion, as required.
- Very good interpersonal skills.
- Ability to generate options, decide, prioritize and execute and multi-task under pressure.
- Excellent analytical skills, strategic thinking and good judgement.
- Excellent interpersonal skills, tact, discretion and diplomacy.
- Ability to effectively work with government, development partners/donors and collaborating agencies.
- Excellent communication and presentation skills with ability to write in a clear and concise manner and give technical advice and guidance taking into consideration the views of multiple stakeholders and partners in resource-limited contexts.

**APPLICATION INSTRUCTIONS:**

Interested candidates who meet the above conditions should forward their CVs and covering letters (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org), or hand delivered to the South Sudan Country Office. Heran Office Complex – 3rd Floor• Hai Cinema, opposite Juba Stadium Road • Juba • South Sudan, Deadline for submission is **Thursday May 11, 2023, by 5 pm South Sudan time.**

**Applications will be reviewed on a rolling basis.**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.



**Open to South Sudanese nationals only**

