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Approved by
Inspector of Labour



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

- Job Title:** Medical Logistician
- Qualification:** Bachelor's degree in Logistics, Supply Chain Management, Public Health, or a related field. Master's degree and post graduate diploma would be an added advantage. Certification in Humanitarian Medical Logistics Practices (MedLog) or similar certifications
- Experience:** Minimum of three or five years of experience in medical logistics.
- Job Location:** Kapoeta
- Supervisor:** Project manager
- Closing date:** 26th November, 2024 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is **“To serve humanity so all may live as God intended”**. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihood and emergency response.

ADRA's Motto: *Justice. Compassion. Love*

ADRA's Values: *Courageous. Compassionate. Connected*

JOB SUMMARY:

The field Logistician/medical logistician is responsible for the management of shipping and receiving and supports the programme manager in all aspects of procurement, provision of equipment, drugs management in the hospital health facilities and general Logistics in the field. She/he will report to the Project Manager and collaborate with him/her for the effective management and coordination of procurement and logistics-related activities in the counties and use across all UNICEF supported facilities, in close collaboration with the State Ministry of Health, County Health Departments and ADRA technical teams.



DUTIES & RESPONSIBILITIES:

- Access and analysis Logistics issues in various field bases including needs of the current programme and in emergency situation with on behalf of other staffs,
- Work together with the project manager at the field level on all logistics planning and development of procurement plans.
- Contribute to the Programme and Logistics budget and monitoring processes to ensure that logistics needs are factored in to the procurement planning realistically
- Take the responsibility of advising the Country Logistics Team for the overall structure of logistics team in each field base, including job profile and assist with the recruitment and induction of new programme logistics staff.
- Support field team in achieving and maintaining minimum standards in programme logistics works
- Be responsible for the implementation of State/County drug Management committees
- Developing, strengthening and coordinating the drugs management system at Hospital, primary health care centres (PHCCs), Primary healthcare units (PHCUs) and Community through Boma health workers & Boma health initiatives (BHWs & BHIs) programs
- Participate in defining and updating the annual planning and budget for pharmacy activities Monitor stock levels through stock cards and supply processes to ensure correct stock management (e.g. avoid expiries, report on drug consumption levels and medical devices used) In cooperation with the Project Manager
- Organize and ensure the standardization of order, procurement, and transportation and delivery management; of last mile distribution of drugs and vaccines
- Support the Lot Coordinator/PM, the Procurement /Logistics Coordinator in the development and management of tenders and contracts related to medical supply chain as appropriate
- Develop and maintain monthly consumption databases for all relevant sites, commodities, reporting, and supervision at all levels;
- Ensure efficient warehouse administration and effective management of medicines, vaccines and health program supplies
- Making drugs requisition, inventory control, drug's quantification and filing of signing weigh bills, good received note and invoice. On time and delivered to the field

Logistics System and Procurement Management.

- Maintain an overview of ADRA Health policy system and procedures relevant to programme logistics in the field base with the Lot coordinator.
- Under the supervision of the Country logistics Coordinator, work with the procurement team in Juba to ensure that all the field base procurements, are well organised, processed and delivered efficiently to the respective field base stakeholders.
- Ensure that logistics-related donor conditionality is met across the programme by conducting regular spot-checks in all field bases to validate the processes, identify and report on gaps and recommendations.

Security Management

- Monitor and advise on the security situation and together with the project manager, support appropriate actions to be undertaken in the field in relation to changes in the security.
- Work in close collaboration with the programme team, Lot Coordinator, Country procurement and Logistics coordinator to monitor and ensure appropriate Physical means are in place to ensure safety/evacuation of staff in their respective duty station.
- Responsible for writing any security report (SIR) security incident report in case of any security related issues, like theft, motor vehicle accident and many other reports regarding security

JOB REQUIREMENTS

Technical Skills:

- Strong knowledge of medical terminology, medical equipment, and supplies
- Proficiency in supply chain management software and inventory control systems
- Understanding of quality assurance and regulatory requirements for medical supplies

Soft Skills:

- Excellent communication and interpersonal skills
- Ability to work under pressure and in challenging environments
- Strong organizational and analytical skills

PERFORMANCE INDICATORS:

1. Meet at least 75% of project work plan indicators.
2. Complete at least 75% of planned field activities.
3. Ensure timely submission of all sites reports.
4. Time management

INSTRUCTIONS FOR APPLICATIONS:

All application should be emailed to jobs@adrasouthsudan.org or hand delivery to ADRA office at Munuki SDA Compound and Kapoeta field office

Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.

SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

