



Community Social and Economic Development Agency (COSEDA) is a reputable organization dedicated to promoting sustainable development and improving the social and economic well-being of communities. With a focus on the African continent, COSEDA partners with governments, Civil Society Organizations, UN agencies and relevant stakeholders to implement effective programs and projects.

Our Vision

To create a self-reliant and empowered community in South Sudan, where local resources are optimally utilized to drive economic growth and improve the overall well-being of its residents.

Our Mission

COSEDA's mission is to empower communities by providing them with the necessary tools, resources, and knowledge to drive their social and economic development. By fostering partnerships and leveraging local insights, COSEDA aims to create lasting positive change and improve the lives of individuals and communities

EMPLOYMENT OPPORTUNITIES

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the organizations official email info@coseda.co

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include fraudulent information in the application or present fake certificates/documents.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) COSEDA is committed to implementing the provisions of the Constitution on fair competition and merit, representation of Sudanese diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **Therefore, people with disabilities, marginalized communities and minorities are encouraged to apply.**
- (v) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) Applications (resume and cover letter) should reach COSEDA on or before **July 11th 2024** by **5.00 pm (CAT)**. **All applications must quote the vacancy number and position on the subject line. Note: Positions will be filled on a rolling basis**

COSEDA is an equal opportunity employer and encourages candidates from all backgrounds to apply. We are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels a sense of belonging. We look forward to receiving your application and discussing how you can contribute to our mission of empowering communities in South Sudan. COSEDA is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment



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COMMUNITY SOCIAL AND ECONOMIC DEVELOPMENT AGENCY

Acacia Road, Gudele, Juba, South Sudan Telephone: +211926433637 Email: info@coseda.co



Medical Logistics Assistant (COSEDA.VAC/No. 01/2024.) – 2 POSITIONS

Reporting to: Field Manager

Physical Location: Tonj East and Pigi Counties

Job Purpose

The primary responsibility of the Medical Logistics Assistant is to ensure effective and efficient implementation of the medical supply chain for health facilities. S/he will ensure the readiness of all supported health facilities under HSTP as it pertains to the ordering, maintenance, and replenishment of pharmaceutical and non-pharmaceutical items in the respective county/lot. S/he will work with and coordinate with the County Health Managers, Storekeepers, health facilities drug dispensers/in-charges in managing the supplies including receiving, storing, selecting, transportation, pick-up and delivery of general or specialized bulk materials and equipment. S/he will be responsible for ensuring and maintaining systems to support the efficient coordination between the COSEDA logistics team in Juba and the field operation for supply and replenishment of all items and making sure that all documentation pertaining medical supplies is correctly completed and filed appropriately for reference whenever is necessary.

Duties and Responsibilities

The Medical Logistics Assistant will work closely with the county health departments (CHDs), State Ministry of Health, health facilities management and other colleagues mentioned above in the lot area and the drug management committees to ensure among other things including:

- Supporting the CHD to strengthen the supply chain management to ensure that utilization of quality pharmaceuticals and medical products in line with the South Sudan Essential Medical List (SSEML) is achieved.
- Safe and secure storage, reliable stock management, verified last mile distribution of drugs and commodities from HSTP supported health facilities and Boma Health Teams — which should be within 21 days.
- Tracking consumption, timely reporting and requisitions.
- Ensuring that all medicines are distributed to HSTP supported health facilities as when they are received in the CHD warehouse.
- Managing storekeepers for all stores within the lot area.
- Ensuring standard requisition and reporting forms, stock cards and monitoring the consumption of drugs at health facility and community levels.
- Supporting the CHD to ensure that all parallel supply chains are effectively managed to avoid stock outs and duplication/overstocking of drug supplies. This will be done through ensuring that all parallel distribution of medicines as those supplied through Ministry of Health, Nutrition commodities, vaccines, malaria, anti-TBs, are integrated into the HSTP distributed medicines and managed as though they were sourced from a common place to ensure there is no overstocking of medicines and avoid waste/expired supplies.
- Willing to be trained by HSTP during the inception phase on the streamlined supply chain operations, including use of logistics data collection tools.

Promoting Sustainable Health, Social and Economic Development for African Communities



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- Ensuring availability and usage of Pharmaceutical Management Information System (PMIS) tools at the County warehouses, and health facilities.
- Ensuring the standard of the drug stores is always maintained,
- Improving warehouse management systems at County warehouse as appropriate, through regular de-junking, inventory checks and oversight.
- Ensuring monthly reporting of drug consumption to the supervisor.
- Ensuring distribution and maintains essential equipment for health service delivery based on facility assessments in PHCCs, PHCUs and BEmONC sites.
- Conducting supportive supervision and continuous capacity building activities to improve drug supply chain and management and rational usage of drugs and utilization of drug & non-drug items management tools.
- Conducting regular frequent visits health facility drug store and provide on the job support to facilitate the proper storage and management of supplies at the individual facility levels.

Qualifications

- Degree or professional diploma in Supply Chain Management, Business Management, Medical Logistics, or any other relevant related field.
- Experience in Health Systems Strengthening.
- Experience in pharmaceutical and medical supply management.
- Trained in Medical Logistics and experienced in logistics functions: transportation and distribution, warehousing.
- Fluency in English and knowledge of local language is an added advantage.
- Computer literacy (Excel, Word and PPT)
- Ability to work in a team and a complex field environment or hard to reach area.



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