

# Vacancy Announcement

Job Title: Senior Medical Logistic Officer  
Supervisor: Health Manager  
Sector: Health  
Location: Ganyiel, Panyijar County  
Opening Date: 16<sup>th</sup> August 2024  
Closing Date: 30<sup>th</sup> August 2024  
Number of Positions: 1 [One]  
Grade/Scale: 8B



## Background

Founded in 1933, the International Rescue Committee ([www.rescue.org](http://www.rescue.org)) is a world leader in relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9<sup>th</sup> July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr El Ghazel, Lakes, Unity, Central Equatoria and Upper Nile State. IRC South Sudan program is currently seeking for a qualified candidate to fill the above-mentioned vacant position.

## Job Summary

The Medical Logistician will be leading the Supply Chain Management for medicines and medical supplies at the county level, including transport, warehousing, dispatch to health facilities and loss management. S/he will ensure that logistical needs are met efficiently and on time, performing various tasks daily to support the program.

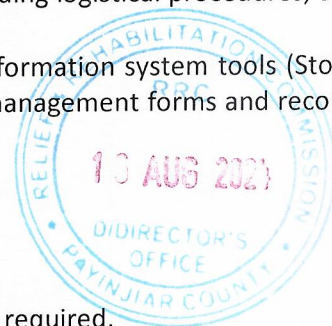
## Major Responsibilities

The responsibility for the Senior Medical Logistic Officer includes but not limited to the followings:

- Ensure medicines and medical supplies, including cold chain items, are properly stored in the warehouse and in compliant with WHO, MoH and IRC drug management standards and protocols.
- Monitor the incoming and outgoing medicines, pharmaceuticals, medical supplies and document and report to the donor, Health Manager and Country Pharmacist.
- Visit field sites to support the site Supply Chain/Logistics and Storekeeper in warehouse management and medical commodities and submit field visit report to Health Manager
- Supervise and update the stock fulfillment plan and support the contingency requirements.
- Ensure consistency in warehouse documentation and reporting including dispatching documents, waybills, distributions and or donation letters.
- Drive improvements in stock reporting accuracy for medicines and medical supplies inventories.
- Ensure physical inventories are conducted monthly and communicated with health program and supply chain.
- Ensure drug linkages are monitored and reported and device prevention mitigation through support of CHD, drug management committee and IRC health lead.
- Work with safety & security and admin team regarding the warehouses safety & security measures and prepare plan for improvement.
- Check the deadlines for medicines and ensure that pharmaceuticals last mile deliveries to the designated field sites are respected.
- Perform Spot checks on a scheduled basis and report the findings to the health manager and/or health program.
- Prepare Delivery Note, Waybill, pro-forma invoice and packing list of each supplies received and or dispatched to the field sites and submit to Procurement for on time reimbursement.
- Report any loss/damage quantity of medicines and pharmaceuticals observed during the shipment or delivery time to the supply chain and health team based on documentation.



- Ensure the team adhere to quality assurance standards (by checking expiry date, batches, labelling, packaging any possible contamination or spills) during receipt, dispatch and throughout distribution process.
- Ensure rational medicines use is in practice and monitor drug use indicators.
- Prepare weekly/monthly drugs consumption reports, receipt, distribution, and dispatched records to Country Pharmacist and Health Manager.
- Provide day to day orientation and training to the storekeepers on warehouse forms, outgoing, incoming, First in First Out (FIFO), and First Expires First Out (FEFO) mechanisms are in place.
- Ensure the standard operating procedures (SOPs) for good storage and distribution practices are implemented in all the pharmacy stores.
- Spot check and flag short expiry dates pharmaceuticals and design a drug rotation plan to the supported health facilities.
- Maintain a transparent, honest, and supportive communication structure with colleagues to ensure they are kept informed of applicable logistical activities and requirements.
- Develop and maintain positive relationships with suppliers, local authorities, and other IRC departments staff.
- Ensure logistic department is compliant with IRC guidelines, policies, procedures, and adherent to any applicable donor guidelines.
- Be aware of the potential loss or fraud in logistical activities and procedures. Pro-actively work with relevant authorities, CHD, drug management committee and IRC health lead to prevent such occurrences and improve transparency and to ensure the best use of IRC medical supplies.
- Ensure all relevant staff receive training, advice, and coaching regarding logistical procedures, SOPs, internal controls, and the donors' logistical requirements.
- Ensure availability and best use of pharmaceutical management information system tools (Stock cards, Bin Cards, waybills, drug consumption booklet) and other warehouse management forms and records are up to date and reported on time.
- Any other duties or tasks assigned by the supervisor.



#### Qualifications and Work Experience:

1. Education
  - A university degree in pharmacy from a recognized institution is required.
  - An equivalent professional experience and advanced professional certificate in health supply chain management/medical logistics background is preferred.
2. Work Experience
  - At least 2-3 years of relevant experience in handling humanitarian health supply chain, mostly in hard-to-reach areas and an emergency setting.
  - Significant experience in Pharmaceutical Management.
  - Experience in quantification, procurement, warehousing, distribution, and general storage of medical commodities.
  - Experience in health supply chain assessments and developing management strategies.
  - Experience in immunization supply chain/ cold chain management will be an added advantage.
  - Willingness to travel to service delivery sites periodically.

#### Skills and Abilities

- Strong interpersonal skills, self-motivated and result-driven, with the ability to effectively build and manage networks and relationships for program promotion.
- Excellent time management and communication skills (both verbal and written), with the ability to engage a range of diverse audiences, stakeholders, and partners.
- Ability to develop and utilize appropriate methods and tools in supply chain strengthening.
- Previous experience in training and capacity building
- Ability to synthesize and analyses information, and make clear, informed decision.
- Ability to work independently, under own initiative with a proactive approach to problem-solving.
- Ability to work as a team member independently and proactively with minimum day-to-day external support



## Key Working Relationships

### Internal

Direct supervisor: Health Manager  
Support: Country Pharmacist, Health Coordinator  
Other: Supply chain, logistics, finance, administration.  
Supervisee: CHD incentive staffs, pharmacy assistants and dispensers

### External

Ministry of health & County health department  
Other: UNICEF, UN agencies, and INGOs working in the project region

### Language Skills

Fluency in English is required. Good working knowledge in Arabic would be an added advantage

### Standards of Professional Conduct

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

### Safeguarding Policy

The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

### Gender Equality

IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances

### Equal Opportunity Employer

IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

**The position is strictly for SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS**

### How to apply

Interested applicants should submit a cover letter, CV and academic qualification with 3 references and a copy of the national ID, including daytime telephone contact to the Human Resources Department at [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) Please indicate the title of the position applied for in the subject line of the email. Alternatively, applications can be hand-delivered to IRC Juba Offices at **APTECH Office Building**, 3rd & 4th Floor, Plot No. 63, Block AXIII, 3rd Class, Hai Malakal, Juba or IRC Ganyleil Field Office next to the Airfield. Please clearly mark the position

**Note: Note:** Only short-listed candidates will be contacted. Attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process.

**'Women, Minorities and People Living with Disabilities are encouraged to apply'.**

Approved by  
RRC Deputy  
Director  
16/8/2024

