



HealthNet^{TP}

ABOUT US:

Health Net TPO, is a knowledge-driven, non-profit organization that works in areas disrupted by war, disasters and poverty. Working together with local populations, it works on rehabilitation and sustainable health care development. We aim to contribute to improve the overall health situation and support the development of systems for the provision of health care. Health Works contributes to community mobilization as a conditional necessity in populations recovering from long-time warfare. In doing so, we aspire to include and build the capacity of local organizations, communities and authorities. Health Net TPO strives for developing evidence-based interventions to strengthen the health of populations in distress.

Health Net TPO is anticipating funding from PSI, under the Global Fund malaria grant, and therefore seeking for qualified, dynamic candidates for LLIN Distribution Coordinator position for former Central Equatoria State, to support distribution of long lasting insecticide-treated mosquito nets (LLIN) via mass distribution campaigns across all the 8 counties of Eastern Equatoria State. The role of the county LLIN Distribution Coordinator is to act as the focal point for Health Net TPO at the county level and to ensure smooth implementation of all distribution related activities. This is a 3-month consultancy position based in County.

Position/Title	Logistic Assistants (8)
Job Location (s):	Kapoata South, Kapoata East, Kapoata North, Budi, Lopa, Torit, Ikotos and Magwe counties.
Contract Duration:	3 month consultancy
Expected Date of Start	As soon as possible
Reporting line:	This position reports to the Logistics and procurement Office

YOUR ROLE:

The Logistics Assistants is based in the counties, Kapoata East, Kapoata North, Budi, Lopa, Torit, Ikotos and Magwe and reporting to the Distribution Coordinator. In collaboration with the Logistic Officers finance officer she/he will coordinate the activities. This is a three (3) months Consultant contract,

YOUR TASKS INCLUDE

- Manage and coordinate programme procurement
- Receive HNTPO visitors and make necessary hotel and other relevant reservations
- Ensure security of Health Net TPO property
- Maintain hard copies and soft copy filling
- Maintain and account for small petty cash procurement in accordance with procedures
- Coordinate vehicle movement and staff activities
- Coordinate activities of the office assistants (including cleaner)
- Maintain office stationery and guest house stock management in accordance with procedures.
- Maintain up-to-date fixed assets register at the project location/offices
- With the Accounts/admin officer, maintain up to date central leave registration and staff planning



- Logistical administrative duties (internet, water supply etc)
- To regularly enter and update hard copy information of all requisitions and purchases in to the procurement tracking sheet
- Check repair of organization assets including vehicles and provide monthly reports on all assets
- Provide input in to the improvement of administrative procedures
- Participate in security meetings locally in collaboration with project manager and share key issues with staff
- Ensure staff have reliable modes of communication at all times including phones and internet connection
- Any other duties as can reasonably be asked from the position by the project Manager.

PERSON SPECIFICATION

- Certificate in procurement and supplies chain management
- Experience in simillar position.
- Fluency in English
- Proficiency in Email, MS Excel, Word, power point and other MS Office products

COMPETENCIES

- Good team-player, able to listen and motivate
- Able to work in a culturally diverse environment;
- Able to work with minimum supervision and be pro-active;
- Able to work under pressure, occasional flexibility in terms of working off hours

WE OFFER:

- An opportunity to use your expertise and contribute to our mission to improve the health and well-being of people living in fragile states.
- A culturally diverse working environment
- A full-time position (40 hours per week)

MORE INFORMATION:

For more information about Health Works, please visit <https://www.health-works.org/>

HOW TO APPLY: HOW TO APPLY:

Interested QUALIFIED SOUTH SUDANESE NATIONALS should send applications (cover letter, detailed CV in English, contact details of 3 referees and relevant academic documents) to info@ss.hntpo.org or you can hand hard copies to Health Net TPO office 1st Floor Sadeco Centre, Airport Road by latest 9th June, 2020. Please indicate the county you applied for.

Only shortlisted candidates will be contacted.

Note: due to urgent need of the position, the applications will be evaluated on rolling bases.

This position is open only to South Sudan Nationals.

