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MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN, JUBA
02 MAR 2023

CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

Position:	Commodity Manager (I)
Department:	Programs
Location:	Bor
Reports to:	Area Manager

Purpose of the job.

The commodity manager is responsible for the overall delivery of supplies in the lot 9. S/he is responsible for implementing lot 9 commodities management, last mile distributions and all procurements, strengthen county health department, reporting and coordination with the county authorities and partners.

The incumbent will work in collaboration with the project team including medical director, medical officers, clinical officers, MEAL officer and Area/health manager who will provide necessary supports for the successful implementation of UNICEF lot 9 Project in Jonglei state. The commodities manager will ensure smooth running of the project through proper management of commodities, capacity building and regular supportive supervision. The commodities officer is responsible for health and reproductive supplies dispatch and accountability by providing up to date inventory of all health facilities. Malaria ,TB/HIV and RH supplies and act promptly for any low stock.

• SPECIFIC RESPONSIBILITIES:

Planning and Management:

- Improving on linkages between the hospitals, CHD, community, and consortium partners.
- Work closely with Livewell and SMC in commodities management,
- The commodities manager is required to identify gaps and for on job trainings of the clinical staff on reproductive health and other health training. Follow up after training should be done in order to ensure that what was taught is being put into practice.
- Reporting: It is the role of the commodity manager to ensure that all pharmaceutical reports are compiled and submitted by facility in charges. S/he will then review the reports for accuracy/consistency, ensuring that any data errors are verified with the relevant supervisor to ensure it is corrected before consolidating for submission to the donor.
- Availing M&E tools as may be required for the implementation of the activities in the health facilities. These tools include reporting tools, registers, and tools for supplies tracking.
- Supplies management: Oversee the supplies that are intended for the health facilities, malaria supplies, TB/HIV supplies, and RH activities are available.
- Conduct regular support supervision to the health facilities providing the required support in line with the identified gaps.
- Carry out additional responsibilities and projects as assigned, including administration, and planning functions.



Service delivery

- Support and participate in all drugs and medical supplies processes and facilitate proper stock managements and transport or storage procedures, in order to ensure the availability of essential medicines in all the supported health facilities and to avoid expiries/ overstocking and stock-out.
- Develop procurement plans for Lot as per organization procurement policies, forecasted and quantified drugs for the Lot under project support.
- Compile monthly drugs consumption report and ensure the report is enter into DHIS2 on time.
- Determine training needs and ensure that local staffs are trained in pharmaceutical management through on job training.
- Ensure capacity building of health providers on rational prescription and use of drugs and medical supplies through regular on-job training during supportive supervision.
- Keep tract of product shelves life and summit lists of soon to expire batches to the health managements team.
- Ensure efficient and effective warehouse management of medicines and medical supplies.
- Spearhead last mile distribution of drugs and the copies are shared in the stipulated time, copies are sign and filed in the health facilities.
- Monitor stock level and initiate drug rotation and ensure sure that FEFO/FIFO principles are followed.
- Establishes Drug management committees for the County Health Departments (CHDs), Hospitals, PHCCs and PHCUs and attend state drug management committee meeting and update and advice committee members on pharmaceutical management related issues.
- Sets up, maintains, and operates medical storage facilities according to the medical logistics standards and national legislation and regulations.
- Keep good records of all drugs and medical supplies in all the supported health facilities and county warehouse and ensure that they use stock cards, issue/received vouchers and dispensing registers properly and correctly.
- Supervise warehouse / medical store personnel and provide training for new staff.
- Ensure the medical warehouse is equipped with storage equipment, eg pallets, shelves and cupboards for proper handling of pharmaceutical supplies

Monitoring Evaluation, accountability, and learning

- Participate in the development of work plans and program evaluations.
- Ensure weekly updates are shared timely.
- Work closely with the M&E officers to ensure timely and correct data entries.
- Provide timely and accurate monthly and quarterly reports.
- Participate in monitoring and evaluation of the facility activities.

Recording keeping and reporting of activities.

- To keep all records and waybills for all commodities supplied
- Compile drug stock reports, wastage and balances and submit MEAL officer

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently.
- Holds the team accountable to deliver on their responsibilities - delivering in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved.

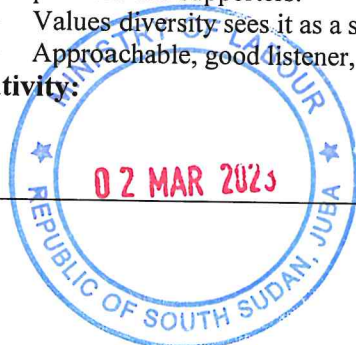
Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development, and encourages others to do the same.
- Widely shares their personal vision for CARE, engages and motivates others.
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Values diversity sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:



- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- **Honest, encourages openness and transparency**

Required Qualifications

- Health Background + Degree in pharmacy.
- Minimum of 3 years working Experience in program administration.
- Experience in handling Global Fund commodities is an added advantage.
- Ability to work with database applications.
- Knowledge of project funding procedures and guidelines.
- Proven report writing skills in English (required).
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an added advantage.
- Enthusiastic, flexible, and with the ability to work long hours

Desirable:

Knowledge and understanding of peacebuilding, gender and gender equality, community-driven leadership, and governance.

- Good coordination, communication, and community facilitation skills
- Influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Have the capacity to live and work with people of different backgrounds Enhance team spirit, good communication skills, flexible and is able to live in an isolated area with basic services.
- Good information management skills
- Good written and verbal communication skills in English,
- Flexible work attitude to manage multiple priorities.
- Respecting and valuing diversity
- Must be comfortable working in the field.
- Good relationship with the s Clinical staff, Hospital administration, State ministry of health and County Health Department staff

HOW TO APPLY

The position will be based in **Bor**. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **2nd March 2023** and Closing date for receiving application will be **21st March 2023**.

Applications and CVs should be delivered to jobs.southsudan@care.org: OR hand delivery to **Bor CARE Field Office**.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Attention!!!



CARE South Sudan has a **ZERO TOLERANCE** approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE

