



## INTERNATIONAL MEDICAL CORPS

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### JOB VACANCY RE-ADVERTISEMENT

*International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document*

Job Title:	<b>Logistic National Manager #1</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Malakal</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Status	<b>Relocatable</b>
Desired Start Date:	<b>ASAP</b>
Advertised date	<b>25<sup>th</sup> January' 2023</b>
Closing Date for Applications:	<b>12<sup>th</sup> February '2023</b>



#### Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

#### Job Purpose:

As Logistic Manager you should have to Work with the project lead to ensure forecasted needs are timely and accurate and ensure reconciliation and goods are also moved to beneficiaries.





## Main Responsibilities

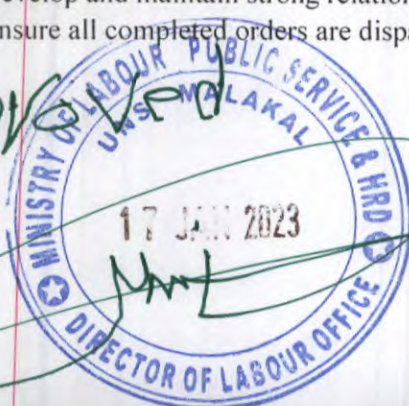
### Program implementation

- Management of the effective procurement process, such as PR, PO, Tender/Bid, Contract process
- Responsible for supply chain management of nutrition-related goods and RH spacing commodities, supplies and pharmaceuticals
- Support on Management of medical drug logistics liaison with the needs of the programme
- Establish and maintain strong relationships with suppliers to support efficient management of supplies
- Coordinate closely with the programme team to understand their procurement and logistic needs
- Work with the project lead to ensure forecasted needs are timely and accurate and ensure reconciliation and goods are also moved to beneficiaries
- Monitor, with supervisory visits to IMC work sites and documented spot checks, inventory storage and movement records in the warehouse which hold stock for which the project is accountable
- Develop and review the procurement plans for the project, including commodity quantification and distribution plans using correct assumptions and best practices.
- Support project distribution planning and execution to ensure all stock are received on time at distribution points, and all stock is recorded during the distribution, and reconciled
- Regularly collect, collate and analyse value for money parameters and recommend areas of efficiency gains for IMC.
- Taking lead on all procurement activities, giving suggestions and innovative practices to the organization
- Work with the management and project teams to resolve relevant outstanding audit findings to improve overall compliance with organizational and donor policies.
- Plan, manage and evaluate logistics operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers
- Create and implement best practice logistics principles, policies and processes across the organization to improve operational and financial performance
- Deliver solutions to logistics problems while maintaining high levels of quality and service within budgetary requirements
- Monitor quality, quantity, delivery times, and transport costs
- Negotiate rates and contracts with transportation and logistics providers
- Recommend optimal transport modes, routes or frequency
- Select suppliers and monitor service against performance criteria
- Support continuous improvement initiatives and identify inefficiencies and cost optimization opportunities
- Ensure the integrity of inventory accuracy and manage stock movements with the help of direct reports
- Identify and resolve any inventory discrepancies and ensure inventory and system records are in agreement
- Keep track of slow moving & obsolete stock and notify short expiry/ expired stock to the stock owners.
- Identify savings by removing waste or unnecessary steps in the logistics process





- Interpret trends and analyze and review data. Provide meaningful logistics data to others in the organization to aid customer service and cost improvements
- Coordinate with Juba IT officer ensure IT systems in place are effective, maintained, and accurate
- Ensure metrics, trackers, reports, and process documentation is available
- **Asset Management**
  - Act as an asset focal point for the base and provide recommendations on asset acquisition and manage a portfolio of assets, increasing their value, and minimizing risks. Conducting risk analyses, preparing asset reports, asset management, and enforcing asset policies.
- Manage IMC assets according to investment preferences and goals
- Meet with users to assess asset status, needs, risks, goals and progress
- Carryout a monthly asset inventory and half-yearly asset verification to his/her area
- Operational support in cleaning up the asset list, and afield offices may time to be needed
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- Ensure all Assets are tagged with permanent tags
- Disposal Plan for scrapped/damaged/old assets with necessary assessment/ reports
- Regular coordination with mission asset focal for ensuring accurate asset management process is in place
- **Fleet Management**
  - Oversee all facets of the transportation activities of an organization, including:
    - Maintain departmental compliance with company policies and procedures.
    - Ensure departmental adherence to applicable laws and regulations.
    - Ensure efficient fuel usage and tracking inline with IMC guidelines
    - Follow-up and monitor fleet servicing and maintenance plan (Boats/Vehicles/generators)
    - Recordkeeping and reporting.
    - Schedule, route, maintain, and track transport vehicles/boats.
- **People Management**
  - Manage, coach and develop a high performing team that meets agreed objectives and delivers best practice results, added value and continuous improvements
  - Set departmental objectives/KPIs and review and assess ongoing performance of direct reports
  - Report on achievement of targets and identify any actions required
  - Ensure that all functions under supervision operate in accordance with health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors
- **Financial Budget and Control**
  - Hold responsibility for department but no budgetary obligation
- **Relationship Management**
  - Develop and maintain strong relationships with all connected with the logistics process
  - Ensure all completed orders are dispatched on time





- Ensure products are shipped appropriately to ensure quality of goods during transportation
- Take control of packaging and provide appropriate, cost effective, high quality solutions
- Take responsibility for accuracy of labelling to ensure correct parts/finished assemblies reach correct customers at the correct time
- Ensure compliance with regulations/customs regulations and legal and health and safety requirements
- Support new business initiatives and projects and contribute to review meetings and change process. Ensure effective logistics implementation takes place relating to the changes
- **Environmental**
  - Conduct or review environmental audits for logistics activities to ensure processes are as environmentally friendly as possible
  - Review opportunities to be as environmentally friendly as possible
- **Self-Management**
  - Comply with IMC Policies
  - Support encourages and develop team
  - Proactively contribute to creating a good team atmosphere
  - Anticipates and overcomes obstacles
  - Makes useful links to arrive at insightful plans and solutions
  - Embraces personal challenge
  - Confident, rounded thinking
  - Takes ownership for team cohesion
  - Is self aware
  - Is resilient, optimistic and open to change
  - Has an Adult: Adult, collaborative approach to others
  - Self starter and able to motivate others
  - Self motivated, flexible and works well under pressure
- **Skills and Attributes:**
  - Proven management skills with the ability to optimise team performance and development
  - Highly skilled communicator with the ability to form and maintain good relationships internally and externally
  - Strong interpersonal, negotiation and influencing skills
  - Proven analytical, problem solving and organizational skills
  - Strong planning skills with the ability to handle multiple projects through to completion and to manage competing priorities
  - Project management skills
  - Commercial and financial acumen with a full understanding of the impact of failure in terms of business cost, production schedules and customer order fulfilment
  - Excellent attention to detail skills

**Prevention of Sexual Exploitation and Abuse**

APPROVED

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- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

**Compliance & Ethics:** Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

**Ethical conduct for IMC staffs:** The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

#### Desirable

- Relevant procurement, supply chain management or business/commercial degree is preferred.
- Prior experience of working in logistics managerial function within the humanitarian environment with a comprehensive knowledge of logistics processes and procedures
- Expert knowledge of technical regulations related to logistics such as import/export and customs regulations, including security requirements to include certification in dangerous goods handling and aviation security
- Experience in capacity building of implementing partners
- Knowledge and ability to work on ICT tools for inventory management, logistics and supply chain management
- Advanced Excel user desirable
- Ability to analyze and manipulate technical and complex data and provide meaningful information
- Membership of an appropriate professional body such as the Chartered Institute of Procurement and Supply would be advantageous

#### HOW TO APPLY





Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [SS-Recruiting@internationalmedicalcorps.org](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to IMC Kurwai Office in Pigi Or to Malakal Office

**Note:** Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

**Closing date for receiving application:**  
25<sup>th</sup> January' 2023

**Locals are encouraged to apply and priority will be given to them.**

We appreciate your Applications; however, **Only Shortlisted Candidates** will be contacted for interviews.

Website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com). **Please do not submit your CV or application to this website, it will not be considered for review**

