



BUILDING FLOURISHING COMMUNITIES

50-H-3
Approved by
Sinsprek
MOL



Vacancy notice

Advert opens 14th March 2022.

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Medical Logistics Supply Officer as detailed below.**

Position: Medical Logistics Supply Officer

Based Locations: Bentiu

Number of positions: One (1)

Reporting Lines

The Medical Logistics Officer will work under the supervision of the Area Coordinator

Purpose of the position:

The Medical Logistics Supply Officer will be part of Cordaid South Sudan team and she/he will be responsible for planning, supervision, and coordination of pharmacy operation in the Lot, She/He will oversee receipt, distributions, rational use of medicine in the Lot and compilation of monthly pharmaceutical reports of the Lot.

Key accountabilities and responsibilities:



- Overseeing and supervising all pharmaceutical activities in the lot
- Forecast and quantify medical supplies for all health facilities in the project to avoid stock rupture and understocking.
- Apply good aspect of supply chain throughout the project in term of reception, transportation, storage, and distribution of medical supplies.
- To ensure last mile distribution of all medical supplies especially quarterly supply form HPF been conduct within time and all PODs shared with the donor within 21 days.
- To ensure rational use of medical supplies at the level of all health facilities in the lot by engaging clinicians, nurses, and other actors in the health facilities.
- Collect, review, and submit accurate, complete, and timely reports of monthly E-Pharmaceutical report and other reports requested by the donor.
- Analyze all pharmaceutical reports to build up informed decision on supplies and consumption.
- Conduct rotation of medical supplies from facility of low consumption to the highest consumption to avoid stock out and expiration of supplies.
- Conduct trainings (OJT, Classroom) to HFs staff and ensure regular mentorship of pharmacy staff in all health facilities.
- Work with the CHDs to support CHDs Pharmaceutical staff and ensure preparedness of the store for keeping supplies.
- Coordinate and mobilize supplies from other partners to support CHDs.
- Attend/organize all meetings related to pharmaceutical management, especially DMC meetings where medical supply officer is the secretary.
- Participate and pay support supervision visit to all health facilities for capacity building and performance evaluation.
- Any other task assigned by line-manager.

Qualification and Skills:

- Bachelor's degree in pharmacy from recognized university
- Profession working experience of at least 3 years as a pharmacist
- Applicant should be eligible for registration with South Sudan General Medical Council



- Knowledge on use of computer software package such as excel and word
- Ability to work under minimal supervision and meet deadlines
- Able to motivate and develop skills of others

Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.
e.g. **CSS004/03/22 Medical Logistics Supply Officer -Juba)**

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **31st March 2022**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

