



# SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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50-113  
Approved by Senior Inspector,

MoE / 27 JUN 2024

Date: June 27, 2024



## JOB ADVERTISEMENT

### Organizational Background

Founded in 2007, Support for Peace and Education Development Programme (SPEDP) is one of the leading National NGOs in South Sudan. SPEDP believes in an Inclusive and Transforming Society and Lives in Peace and Dignity through building resilience and empowering communities towards finding durable solutions to their civic and social economic challenges. SPEDP support projects in Resilience Building (education, food security and livelihood, peace building, human rights and governance); Health and Nutrition, Humanitarian Response (WASH, NFI, Protection/GBV, Climate Change and Environmental Conservation) and Research and Innovative (MEAL, Communication and documentation) in three counties; South Sudan, Uganda and Democratic Republic of Congo (DRC).

### Details for the position:

Job Title:	<b>MEDICAL LOGISTICIAN (3 Positions)</b>
Duty Station:	<b>Mundri West, Mundri East and Mvolo Counties (Apply to one location)</b>
Position Reports to:	<b>Project Manager</b>
Desired Start Date:	<b>ASAP</b>
Closing Date for Applications:	<b>July 17, 2024</b>

### Position summary

SPEDP is seeking to recruit a competent and experienced South Sudanese for the position of Medical Logistician to be based in Greater Mundri (Mvolo, Mundri East and Mundri West) to provide oversight and technical guidance in planning, implementation, management of drug stores including keeping of records in its Health Sector Transformation Project (HTSP) in LOT 30. The HSTP project is supported with funding from World Bank/Government of South Sudan through UNICEF. The Medical Logistician will be responsible for 43 health facilities (1 Hospital, 9 PHCC and 33 PHCUs) in Greater Mundri (Mundri West, East and Mvolo Counties). He/She will establish working relationship with the local authorities, partners and stakeholders such as facility managers, midwives and nursing officers to ensure the required drugs and supplies are delivered



### Core Activities/Responsibilities

- Ensure that the medical drugs, supplies are well received, documented and stored in appropriate stores.
- Provide monthly reports on stocks/ inventory facilities and fleets management.
- Ensure that all stocks are determined, documented and tracked from reception to distribution with clear reports on available stocks movement and management.
- Proper store management with a secured the storage environment and ensuring there is storage environment.
- Have clear stock distribution plan, monthly, quarterly and annually.
- Proper pest controls in and cold chain management requirements and all medical supplies are appreciate.
- Do mentorship and supervisor at the facility stores.
- Ensure availability and proper usage of drugs registers and requisition forms.
- Maintain and updates medicines and supplies in the main store and facility pharmacies.
- Ensure coordination between health facilities for drug rotation to minimize stock out.
- Medical supplies and inventory tracking is up to date and produce weekly, monthly and quarterly report
- Provide on the job-training dispensers at the health facilities and maintaining up to date stock cards

### Education Qualification and Experience

- South Sudanese
- Diploma/Degree in Pharmacy
- Diploma in clinical medicine, statistics and degree study in business administration.
- At least 3 years' experience with an N/NGO preferably in a setting with serious activities.
- Demonstrate experienced in contract negotiations and procurements process knowledge.
- Experience in fleet management
- Computer knowledge and proficiency in MS Office
- Strong analytical and numeracy skills.

### Application procedures:

Interested candidates should drop their application Letter, Updated CV, academic documents National ID and three referees addressed to Human Resources Department, SPEDP Head Office – Juba, located at Hai Seminary, Gudele Road Behind Furniture World Co. Ltd.

P.O. Box Number: 414, Juba, South Sudan or must submitted to our Mundri Office, for Mvolo is located at CHD Office, for Mundri East is located at CHD office and Mundri West located at CHD Office please indicate the location you are applying in not later than **July 17, 2024 at 4:00 PM Central African Time**. For online applications you can use through the following email address; **recruitment@spedp.org** . or visit our website: **www.spedp.org**

**NB:** Due to the urgency of the position, applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

**"Female applicants are highly encouraged to apply"**

