



Approved



### Vacancy Announcement

Amref Health Africa is the largest indigenous health development non-governmental organization based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is headquartered in Nairobi, and has programmes in Kenya, Uganda, Tanzania, Ethiopia, South Sudan, Southern Africa and West Africa. For more information visit our website [www.amref.org](http://www.amref.org)

Amref Health Africa South Sudan is seeking to recruit below vacancy;

**Main Job Purpose:**

To provide logistics services and support to all health system transformation project (HSTP) supported facilities for the last mile delivery.

**Job Position:** Medical Logistician

**Job location:** Yambio non relocatable.

**Reporting relations:** Lot Coordinator

**Key Responsibilities:**

**PRINCIPAL RESPONSIBILITIES**

Key Duties / Functions

Describe the key duties /responsibilities of your job. List these duties in order of importance and include estimated percentage of time spent or required for each activity. (The total percentage should add up to 100%)

Key area	Activity	Per cent age of time
Planning and coordinating	participate in project designs, anticipate needs for supplies, carry out the procurement for projects, and keep abreast of changes in medical supplies in close cooperation with the Health Department	30 %
	In collaboration with the procurement unit, ensure compliance with AHA and donor procurement of drug policies and regulations	



	Support the program manager and the operations unit in the development and management of tenders and contracts as appropriate.	
	Collaborate with CHDs and Facilities management to understand their needs and provide support in supply chain matters.	
	Communicate with internal stakeholders to provide updates on supply chain status and resolve any issues.	
	Develop and maintain strong relationships with suppliers and other external partners.	
Supply chain Management	Supply chain management and purchasing, using local suppliers where possible	20 %
	Develop and implement supply chain strategies for medical supplies and equipment.	
	Manage the end-to-end supply chain process, including procurement, logistics, and distribution.	
	Monitor inventory levels, track usage patterns, and forecast future needs to avoid shortages or overstocking.	
	Work closely with suppliers and logistics providers to Co-ordinate Last Mile delivery to PHCC and PHCU facilities within 21 days of the delivery to CHD stores	
	Manage contracts and service level agreements (SLAs) with transportation and logistics providers to ensure compliance and performance.	
Inventory Control	Analyze demands, prepare regular forecasts, calculate replenishment orders and initiate procurement accordingly	10 %
	Maintain accurate inventory records and conduct regular stock audits.	
	Implement and monitor inventory control procedures to minimize waste and manage expiry dates.	
	Ensure proper storage and handling of medical supplies in accordance with regulatory requirements.	
	Continuously evaluate and improve inventory management processes to enhance efficiency and accuracy.	
	Implement and manage stock rotation systems to ensure that older stock is used first and reduce waste due to expiration.	
	Develop and implement inventory control procedures to maintain optimal stock levels and minimize waste at HSTP supported hospitals and CHD for the PHCC and PHCU stock.	

	Regularly monitor and manage inventory levels of medical supplies and equipment to ensure optimal stock levels.	
	Provide training to medical store keepers/pharmaceutical officer at the CHDs and dispensers at each of the HSTP supported facilities within his/her areas of responsibility.	
Store and stock Management	Oversee the receiving process for incoming supplies, including inspection for quality and accuracy against purchase orders.	Full
	Ensure that all storage and handling practices comply with health and safety regulations, including proper documentation and record-keeping.	
	Ensure that all medical supplies are stored under appropriate conditions (e.g., temperature control, humidity control) as required by manufacturer guidelines and regulatory standards.	
	Organize the storage areas to maximize space utilization, facilitate easy access, and reduce the risk of contamination or damage.	
	Develop and implement reorder points and thresholds to trigger replenishment orders before stock levels fall below critical levels.	
	Maintain accurate and up-to-date records of stock levels, movements, and transactions using inventory management systems or software.	
	Handle returns of defective or excess items and manage the disposal of expired or obsolete stock in compliance with regulatory requirements.	
Distribution Management	Ensure accurate and complete documentation is prepared for all consignments	Full
	Oversee the coordination of logistics for the distribution of medical supplies, including transportation, warehousing, and delivery.	
	Develop and implement distribution strategies that align with organizational goals and ensure the timely delivery of medical supplies and equipment.	
	Oversee the inspection of medical supplies during the distribution process to ensure that they meet quality standards and are not damaged.	
	Plan and optimize distribution routes to enhance efficiency, reduce costs, and minimize delivery times.	
Reporting and Accountability	Prepare and submit monthly and quarterly supply chain reports in a timely manner	Full
	Ensure that all relevant supply documentations used is completed accurately as required by Amref Health Africa finance policy.	
	Prepare and submit monthly supply plans in a timely manner, and incorporate supervisor feedback as requested;	



	Prepare regular reports on supply chain performance, including inventory levels, procurement costs, and supplier performance.	
	Analyse data to identify trends, areas for improvement, and cost-saving opportunities.	
	Provide recommendations to improve supply chain efficiency and effectiveness.	

**Skill**

**(a): Education and Experience**

Suggest the minimum education and experience that is required to perform the job duties listed in Part 3.

Mark the appropriate level with an 'X'. (For example as marked below – Bachelor's degree with 10 to 12 years' total experience with 1 to 3 years managerial-level experience)

Specify the name of the course e.g. Bachelors in Economics; Professional qualification – CISA. Masters in Strategic Planning etc.

**Supervisory experience** – required length of time performing verification/quality review/work guidance/work allocation

**Managerial experience** – required length of time performing planning, direction, staffing and organizing of an organization or distinct part it.

<u>Education</u>		<u>YEARS OF EXPERIENCE</u>			
		<u>Overall years of Experience</u>	<u>Total</u>	<u>Supervisory</u>	<u>Man age rial</u>
Bachelor's degree	<input checked="" type="checkbox"/>	3 to 4 years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bachelor's degree OR Professional qualification	<input type="checkbox"/>	2 to 3 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Masters and Professional qualification	<input type="checkbox"/>	1 to 2 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline / Specialization:	BUSINESS STUDIES				
Professional Certifications /Qualification:	LOGISTICS, PROCUREMENT AND SUPPLY CHAIN MANAGEMENT.				

**(b): Other Skills and Competencies**



List any other required skills / competencies required to perform the job and not covered by sections 4(a) above e.g. .interpersonal skills, communication skills or specialized technical skills etc.

- Bachelor's in Medical supply chain management or Bachelor's in Pharmacy or related fields
- Registered health professional with health training or higher education in logistics and supply chain management
- Experience working in MDTF or UNICEF/HSTP project in similar position is an add advantage
- Minimum three years' field experience in humanitarian health assistance or medical supply chain management.
- Good knowledge of essential drugs, medical renewable, medical materials and equipment (commercial and/or humanitarian assistance) conversant with information systems especially e-pharmaceutical reporting
- Familiarity with inventory management software like eLMIS
- Strong understanding of Medical supply chain management principles and practices.
- Knowledge of medical supply and equipment regulations and standards.
- Excellent negotiation and interpersonal skills
- Ability to accurately track and manage inventory levels and ensure proper documentation.
- Efficient in organizing and managing stock to optimize space and accessibility.
- Proficiency in analysing inventory data and trends to make informed decisions.

**Other skills**

- MS Office proficiency
- Strongly motivated by humanitarian work
- Open-minded and adaptable
- Able to cope with stress, at times in dangerous environments
- Strong communication skills to liaise with suppliers, staff, and other departments effectively.
- Strong analytical and problem-solving skills.
- Ability to work independently and manage multiple priorities.
- Excellent in both oral and written English, Arabic is an asset

**Resource & Scope Responsibility**

Complete where applicable.

**(a) – Supervision Type and Scope**

1.	State the number of positions directly supervised by this position	Drivers, Facilities storekeepers
2	State the type of supervision required in the job, if applicable. <i>(Please tick appropriate type/s)</i> <input checked="" type="checkbox"/> Plans the work of subordinates <input checked="" type="checkbox"/> Assigns work to subordinates	

- Monitors reportees work performance
- Appraises/evaluates reportees performance

***(b) - Decision making and accountability***

**NOTE:** While filling this section, consider whether the job is actually the final decision maker. If the job forms part of a committee that makes decisions, this can also be included while remembering to state the committee

Describe the type of decisions made by this job that have an impact on the organization's finances

*(e.g. development of budgets, managing petty cash, routing TTs, disbursement of cash, funds transfer, negotiation of salaries, approval of credit appraisal etc)*

1. Development of budgets for de-junking

2. Management of petty cash.

Describe the type of decisions made by this job that impact processes, clients and people e.g. modifying approval procedures, taking disciplinary action, staff re-deployment, feedback to give to client etc.)

***Contacts and Relationships***

Specify the organizational contacts for this job *(internal and/or external.)*

***Internal Contacts (e.g: other jobs within the organization etc):***

a M & E , Drivers, Lot – coordinator, BHI, Primary health Care & Reproductive health Officer

***External Contacts (e.g: suppliers, contractors, industry stakeholders etc):***

a Suppliers of local commodities in the area, Contractors/Transporters, CHD

b. Stakeholders (Facilities Management committee, local leaders

***Accountability and Reporting***

*Describe the type of errors this job that may have an impact on Amref's resources, customers, operations, equipment, image etc. NOTE: Consider whether this job has final responsibility over the error and the level to which the error can be corrected at a higher level.*

*Errors that are as a result of negligence, malice or incompetence should NOT be included. Consider errors that are inherent to the role.*

Fleet management and control. Fleet management is always under logistic department due to the knowledge, skills and experience the logisticians have in fleet management. If this position does not fully control fleet and manage most cars will breakdown and this will affect service delivery. I suggest fleet management should be under logistics because they have full experience and knowledge in fleet management, construction, Energy, etc



Human resource management. In this position there is no clear indication who are to be supervised by the Medical Logistician. Drivers, mechanics, handyman, cleaners, in most cases are under this position supervision. This will make this position active and improve the way things flow logistically. Administration has a lot of things which include HR, Finance, Administration itself. By adding again logistic function to their role complicate the system. What I mean is we need to have the mentioned position to be supervised by Medical logistician.

### **Application**

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team and help bring lasting health change in Africa, please submit your application through [Jobs.Southsudan@Amref.org](mailto:Jobs.Southsudan@Amref.org) Your application should include an updated CV including three work related referees and a cover letter addressed to Human Resources & Operations Department, Amref Health Africa.

The closing date for submitting applications is **04<sup>th</sup> September 2024** however due to the **Urgency to fill this position**, we regret that only short-listed candidates will be contacted.

*Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy, Female Candidates Are Strongly encouraged to Apply*

