

**Chemionics International Inc.
POSITION DESCRIPTION**

Job Title: Kitting & Logistics Officer
Job Location: Juba, South Sudan
Reports To: Senior Technical Advisor

This requisition will open on October 20, 2021, and close on November 5, 2021, at 5pm Juba time.



50-11-3
Approved
AIP

Position Objective

Chemionics International seeks a Kitting & Logistics Officer to support the USAID Global Health Supply Chain Program - Procurement and Supply Management (GHCS-PSM) project in South Sudan. The GHSC-PSM project is the primary vehicle through which USAID procures and provides health commodities, provides technical assistance to improve partner countries' management of the supply chain, and collaborates with key international stakeholders to support global health initiatives. To support U.S. government-funded global health activities, the GHSC-PSM project in South Sudan provides technical assistance encompassing all elements of a comprehensive supply chain for family planning commodities.

The GHSC-PSM project supports the Ministry of Health by packing, assembling, and labeling family planning contraceptive kits in preparation for country-wide distribution to ensure the availability of product at service delivery points in all ten states. The Kitting & Logistics Officer will directly oversee the kitting process, prepare appropriate documentation, and manage the movement of kits and associated logistics. The Kitting and Logistics Officer will also provide support to specifically assigned duties to fulfill the GHSC-PSM project's strategy aimed at improving the availability, accessibility, and use of family planning commodities for all levels of South Sudan's public health system. We are looking for individuals who have a passion for making a difference in the lives of people around the world.

Principal Duties and Responsibilities

Specific Responsibilities

- Lead quarterly kitting and distribution efforts for family planning commodities.
- Identify and coordinate kitting activity procurement needs (supplies).
- Contribute to the preparation of activity-related approvals and/or requests.
- Assist in developing and maintaining kitting-related documentation.
- Prepare, print, and organize labels/waybills/PODs in a timely manner.
- Facilitate the collection of required signatures on documents.
- Conduct reconciliation against dispatched commodities and signed PODs.
- Monitor documentation issued to partners and follow-up as necessary.
- Maintain organized filing system for all kitting documentation and commodity movement.
- Assist in the roll-out and training of new kitting documentation SOPs.
- Provide regular status reports/updates as requested.
- Contribute to quarterly reports when necessary.
- Document best practices and lessons learned.



- Work with Operations Officer to prepare solicitations and requests for proposals/quotations to obtain bids local vendors to obtain quotations and initiate procurements, for kitting efforts and otherwise.
- Perform additional tasks as assigned by Senior Technical Advisor

Required Skills and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The qualifications listed below are representative of the required knowledge, skills, and/or abilities needed to perform the principal duties of this role.

- Bachelor's degree in business administration, management, international development, or another related field required.
- Minimum of four (4) years of experience in supply chain logistics, distribution, and/or inventory management; USAID experience preferred.
- Experience working with family planning commodities preferred.
- Strong organizational skills and ability to work flexibly in a team-oriented, culturally diverse environment.
- Excellent interpersonal skills, sound judgement, and strong communication skills.
- Demonstrated leadership, versatility, and integrity.
- Strong computer and report-writing skills.
- Self-driven with a high sense of quality and accuracy and efficiency.
- Ability to handle multiple tasks simultaneously, set priorities and work independently.
- Demonstrated leadership, versatility, and integrity.
- Fluency in English required

How to apply

Interested and qualified applicants can submit their CV and cover letter via this email:

southsudanpsm@gmail.com by November 5, 2021, at 5:00 PM. You can also drop off your application to Chemonics Office at Goshen House reception in Gate 2, Near Dr. John Garang International School, Kololo Airport Road, Plot #23, Juba Nabari, Juba South Sudan.

Please include "GHSC-PSM Application for Kitting & Logistics Officer" in the email subject line.

Due to the high volume of applicants, only shortlisted candidates will be contacted.

Note: This position is open to only South Sudanese Nationals and Qualified Women are encouraged to apply.

