



IMA WORLD HEALTH

50-H-3
Approved by
Inspector of Labour
12/7/2023



ADVERTISEMENT

Post Title: Logistics and Procurement Intern

Number of Vacancies: 02 (Two)

Duty Station: Juba County

Contract length: Three (3) Months

Reports to: Field Operations Coordinator/ Procurement Officer

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

POSITION DESCRIPTION

This position holder (Intern) for the MOMENTUM Integrated Health Resilience (MIHR) project, led by IMA World Health, will report to Field Operations Coordinator, based in Juba (South Sudan). The Job holder will support the procurement and provision of logistical support to the program in Juba and Field, while ensuring compliance to donor, organizational policies, and procedures for effective program delivery. He/she will be responsible for procurement, asset management, warehouse/stores and inventory management, facilities, and fleet management in close collaboration with the program teams and Field Operations Coordinator.

KEY RESPONSIBILITIES:

- Implement logistics functions in accordance with IMA World Health and donor guidelines while ensuring strict adherence by program and support functions.
- Engage with program staff to provide timely delivery of logistics support to programs.
- Process procurement request in a timely manner while ensuring completeness, accuracy, and regular follow up in collaboration with program and finance department.
- Execute purchasing functions for goods, services and works of the right quality in the right quantities at the right price delivered to the right place at the right time.



- Ensure that all procurement orders for goods, works and services are delivered, verified clearly documented, and maintain up to date procurement tracker.
- Maintain accurate filing systems, with documented and supported records of logistics transactions for audit purposes both manually and electronically, submit relevant monthly logistics reports in accordance with IMA World Health policies and procedures.
- Document allocation of assets and ensure that they are tracked, labelled, operated in the most cost-efficient manner, and maintained appropriately.
- Ensure proper record keeping, storage and issuing of inventory, physical inventory checks, storage conditions security, and facility maintenance.
- Implement appropriate warehouse processes, procedures, and solutions, ensuring a solid internal control system is in place for accurate, up-to-date warehouse records, documents, and files. Which includes copies of stock Request form (SRF), Purchase Orders (POs), Core pipeline requests. Waybills, Good Received Notes, packing lists, records should accurately reflect actual inventory, receipts, goods returned, withdrawals and impaired goods and losses.
- In coordination with the Field Operations Coordinator, conduct periodic warehouse physical inspections to ensure accuracy of inventory counts, identify impairments, and take corrective actions in the case of discrepancies and/or stock deterioration. Establish a system to dispose impaired supplies.

REQUIREMENTS

- Relevant BSc preferably in Logistics/Supply chain management or related field from a recognized University.
- Good knowledge and understanding of procurement and logistics procedures.
- Knowledge of computer package.
- Working in a busy logistics department.
- Demonstrates a systematic and efficient approach to work.
- Remains productive when under pressure.
- Working collaboratively with team members to achieve results.
- Effective communication skills.
- Relates and collaborates well with people of diverse cultures, gender, and background
- Should be able to plan his/her own work on daily/ week/monthly basis
- Should be able to submit report on time.
- Collaborate with other staff within IMA World Health.
- Ability to work with minimal supervision.
- Strong working knowledge of English (Spoken and written)

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or hand delivered to IMA World Health Office Juba County. Deadline for submission is **Monday July 31, 2023, by 5 pm South Sudan Local time.**

We will be reviewing applications on a rolling basis, so please apply at your earliest convenience through the above email contact.

Include Name of the position and location in email subject line or on the envelope clearly marked

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.



Open to South Sudanese nationals only

