

## JOB DESCRIPTION

<b>Job title:</b>	<b>Health Commodities Assistant</b>	<b>Location:</b>	<b>Aweil</b>
<b>Department:</b>	<b>Logistics</b>	<b>Length of contract:</b>	<b>12 months</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>4</b>
<b>Travel involved:</b>	<b>None</b>	<b>Child safeguarding level:</b>	<b>4</b>
<b>Reporting to:</b>	<b>Line manager: Medical Logistics Manager</b>	<b>Direct reports:</b>	<b>None</b>
	<b>Dotted line manager:</b>		

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control, and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. Malaria Consortium work on malaria is being increasingly integrated with other similar public health interventions for greater impact and therefore expanding our remit to include maternal, new-born and child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- Disease prevention, diagnosis and treatment
- Disease control and elimination
- Systems strengthening
- Research, monitoring and evaluation leading to best practice
- Behaviour change communication
- National and international advocacy and policy development

### Country and project background

Malaria Consortium South Sudan has its main office in Juba and sub offices in Aweil, Northern Bar el Ghazel. In the FY2018, South Sudan had an annual programme value of nearly \$5M and 100 staff members. Its programme areas include iCCM/Boma Health Initiative, nutrition for children under five years of age, health systems management, and LLIN mass distribution. Malaria Consortium has previously engaged in the control of neglected tropical diseases and expects to rebuild this portfolio.

The Health Pooled Fund is a consolidation of funding from the British Government's Department for International Development (DFID), the Government of Canada, the European Union, the Swedish International Development and Cooperation Agency (SIDA), and the United States Agency for International Development (USAID) and aims to support the Government of South Sudan in reducing maternal and infant mortality, ensuring universal coverage, and improving the overall health status as well as the quality of life of the South Sudanese population. The Health Pooled Fund is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership. Malaria Consortium is supporting the county health departments in Aweil center, Aweil South, Aweil North, and Aweil West, Gogrial East, Gogrial West and Twic to support the implementation of HPF3 activities.

### **Job purpose**

The Health Commodities Assistant will offer support in operations and supply chain activities for Malaria Consortium run facilities, including the recording and proper follow up of medical supplies from ordering to receipt and delivery to Ministry of Health facilities.

### **Scope of work**

The Health Commodities Assistant will work under the supervision of the Medical Logistics Manager to coordinate and follow up logistical needs in the government health facilities in relation to health supplies, and ensuring good inventory management.

### **Key working relationships**

The Health Commodities Assistant works together with the Medical Logistics Manager, M&E Coordinator, Logistics Officer, Programme Managers, and finance and project staff in Aweil to ensure effective delivery of project activities.

### **Key accountabilities**

#### **1. Drugs and commodities management (70%)**

- Support the county Health Department on managing and tracking stock
- Physically check and Monitor stock levels for supplies at the facilities
- Work with facility heads and offer needed support in placing timely orders for restocking.
- Support the program team to make timely and adequate preposition of supplies at each site;
- Support the facility heads to maintain systems and documentation for dealing with incoming, stored and outgoing supplies and stock using MC systems and in a professional manner
- Make available required documentation, forms and paperwork and ensuring proper filing of all required logistics related documents and in well-organized and labelled folders in hardcopy.
- Assist the medical logistics Manager on documentation around stock movement and management including Waybills, GRNs, and that they are properly completed and filed.

#### **2. Supply Chain (30%)**

- Ensure the stores at the facilities are kept clean plus the surrounding areas.

- Monitor drug stores and alert the office in a timely manner of any damaged items or items that are close to expiry date based on a first in and first out approach to stock management
- Support the facility staff to ensure that the stock cards for all stocks items in the drug stores are well maintained each time the different facility is visited.
- Report immediately to the Supervisor any issues identified in the stock during visits to the facilities.
- Work together with the Medical Logistics Manager to ensure that stock is handled in a careful manner that avoid damage.
- Support the Medical Logistic Manager to ensure that all stocks are registered and tracked from receipt to distribution whenever new stocks are delivered.

### **Person specification**

#### **Qualifications and experience:**

##### ***Essential***

- Health related qualification at Certificate or Diploma or on any related field.
- Experience in logistics and operations.
- Demonstrated good knowledge of drugs management and storage.
- Demonstrated experience with inventory managing of medical supplies, including good storage and good distribution practices
- Minimum of 1 years of experience in drugs management in the facilities and logistical arrangements and movement of drugs, preferably with an INGO
- Experience in managing the transport of goods in various conditions and contexts

##### ***Work-based skills***

- Excellent written and spoken English
- Proficiency in MS Office
- Leadership skills
- Service mentality
- Ability to work under pressure in a challenging environment
- Strong numeracy and analysis skills
- Pro-active approach to addressing problems
- Strong interpersonal communication skills

##### ***Desirable***

- Interpersonal abilities
- Flexibility (to manage multiple assignments and tasks)

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL A – Focuses on delivering contribution to Malaria Consortium and achieving own objectives</b> <ul style="list-style-type: none"> <li>✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations</li> <li>✓ Strong self-management of time and effort</li> <li>✓ Checks own work to ensure quality</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL A - Gathers information and identifies problems effectively</b> <ul style="list-style-type: none"> <li>✓ Interprets basic written information</li> <li>✓ Attentive to detail</li> <li>✓ Follows guidelines to identify issues</li> <li>✓ Recognises problems within their remit</li> <li>✓ Uses appropriate methods for gathering and summarising data</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL B – Fosters two-ways communication</b> <ul style="list-style-type: none"> <li>✓ Recalls others’ main points and takes them into account in own communication</li> <li>✓ Checks own understanding of others’ communication by asking questions</li> <li>✓ Maintains constructive, open and consistent communication with others</li> <li>✓ Resolves minor misunderstandings and conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL A - Is a good and effective team player</b> <ul style="list-style-type: none"> <li>✓ Is a good and effective team player</li> <li>✓ Knows who their customers are and their requirements.</li> <li>✓ Respects and listens to different views/opinions</li> <li>✓ Actively collaborates across teams to achieve objectives and develop own thinking</li> <li>✓ Proactive in providing and seeking support from team members</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL A - Open to learning, and responds positively to feedback</b> <ul style="list-style-type: none"> <li>✓ Willingness to manage own development and performance</li> <li>✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction ‘buddy’ when asked</li> <li>✓ Open to learning new things</li> <li>✓ Responds positively to feedback from others</li> <li>✓ Identifies mistakes and takes positive steps to improve</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL B – Remains professional under external pressure</b> <ul style="list-style-type: none"> <li>✓ Able to adapt to changing situations effortlessly</li> <li>✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments</li> <li>✓ Plans, prioritises and performs tasks well under pressure</li> <li>✓ Learns from own successes/ mistakes</li> </ul>
<b>Living the values</b>
<b>LEVEL A - Demonstrates Malaria Consortium values</b> <ul style="list-style-type: none"> <li>✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders</li> <li>✓ Maintains ethical and professional behaviour in line with Malaria Consortium’s values</li> </ul>

- ✓ Treats all people with respect

**Strategic planning and thinking and sector awareness**

**LEVEL A - Manages own workload effectively**

- ✓ Plans and manages own workload effectively
- ✓ Is familiar with Malaria Consortium's mission and current strategic plan
- ✓ Understands own contribution to Malaria Consortium's objectives