

TITLE: Logistic Officer	
TEAM/PROGRAMME: Program Development and Quality	LOCATION: Biratnagar , Janakpur, Hetauda , Pokhara , Butwal, Surkhet and Dhangadi under respective Province
GRADE: 4	CONTRACT LENGTH: Fixed Term
<p>CHILD SAFEGUARDING: (select only one) Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>Save the Children is the leading independent organization for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We reach approximately two million population and invest over 30 million US dollars annually to reach more children than ever before, through programmes in Health and Nutrition, Education, Child Rights and Governance and Child Protection, Child Poverty, HIV and AIDS, and Humanitarian.</p> <p>Logistic Officer is responsible for undertaking the responsibilities of operational supply chain for C19 RM linked with the smooth functioning of National Covid response, HIV/AIDS, TB and Malaria Program at Province & District. He/she supports for continually improve supply chain management process and follow the standard operating procedures Support in all the PSM strengthening activities at province, districts and local health facilities level.</p> <p>S/he will support province team to assist local procurement, keeping record of supply distribution and strengthen LMIS tool</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Program Coordinator/ Admin, Finance and Logistic coordinator Reports to (Indirect): Supply Chain Management Coordinator -CO</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <ul style="list-style-type: none"> • Track and ensure the supply made by Save the Children Country Office, entities, and other partners are safely reached the destination and consumed as per the guidelines; • Ensure that commodities are delivered from entities/CO, received, stored, and distributed as per WHO good storage practices and the Health Care warehouse management Manual in time; • Collect and compile the bi-monthly/quarterly reports from service delivery sites/health offices on behalf of PHLMC or to support PHLMCPPrepare the requisitions and forward them to the concerned entities through PHLMC and GF-PSM directly authentically; • Coordinate and follow up with entities/CO PSM team for timely delivery of commodities/drugs as per requisition; 	

- Support to update eLMIS system of incoming and outgoing commodities and drugs related to TB , HIV and Malaria regularly;
- Prepare distribution plan of commodities based in program reports in close consultation and support from thematic focal person in province;
- Ensure and support to deliver commodities/drugs to health offices/SDP by arranging the vehicle appropriately;
- Ensure and follow up health offices/SDP commodities/drugs are distributed to palika level/HF level in time; Make sure that delivered supplies are reached to destination.
- Support to province team for local procurement, donation and handover items to government sites and SCI province office;
- Review key warehouse activities, e.g., physical inventory receiving , storage conditions, store security including insurance, and workplace safety;
- Ensure Zero stock out at all levels of health facilities for TB, HIV, and Malaria commodities;
- Maintain expiry chart in store under PHLMC and ensure such chart is applied/placed at SDP/SR level to minimize the risk of expiry;
- Support Provincial Government and Local Government on Quantification and Forecasting as well as quality control support of Pharmaceuticals and Health products;
- Ensure quality assurance of the products and processes as per the Global Fund quality assurance policy;
- Liaise with the Department of Drug Administration (DDA) province level as per the requirements;
- Report on any suspected irrational use of drugs based on reports and visits;
- Support to facilitate HIV/TB/ Malaria logistics management related training/orientation for district-level stores and service delivery points jointly with PHLMC/PSM team;
- Support to pull/deliver commodities/drugs system among province SDPs;
- Dispose and document expired or unusable commodities as per the guidelines at the province level;
- Maintain all logistics files, assuring that all required documentation/ approvals including e-documents are properly archived for easy retrieval;
- Support to collect, distribute and submit logistic related reports to entities PSM team, Province team and CO PSM team in routine basis;
- Carry out monitoring visits to SDPs/SR to ensure supply chain system is appropriately adopted and commodities/drugs are properly recorded, stored and verified,
- Support to Province SCI logistic team as per needed,

- Share key challenges, learnings and further improvement area in Quarterly basis and immediately if needed to CO GF-PSM Team ;
- Support to activate eLMIS up to HF level in support of PHLMC team for live data/item review;
- Represent in province logistic management sub-group on behalf of Save the children , provide logistic/PSM status and areas to be supported from PHLMC ,
- Support and analyze drugs/commodities to be included in pipeline in close consultation and guidance from CO PSM team,
- Undertake other assignments as requested by Line Manager and PHLMC when/as required

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor's in pharmacy

EXPERIENCE AND SKILLS

- 3 years' of working experience in managing pharmaceutical store/in patient supply chain and related program as well.

Essential

- Computer experience with MS Word, Excel and PowerPoint
- Proficiency in spoken and written skill in English and Nepali language

<p>Desirable Attributes</p> <ul style="list-style-type: none"> • Prior experiences in TB, HIV and Malaria program • Leadership and communication skills • Action oriented individual with good planning skills 	
<p>Additional job responsibilities The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>	
<p>Equal Opportunities The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p>Child Safeguarding: We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>	
<p>Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy</p>	
<p>Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p>JD written by:</p>	<p>Date:</p>
<p>JD agreed by:</p>	<p>Date:</p>
<p>Updated by:</p>	<p>Date:</p>
<p>Evaluated:</p>	<p>Date:</p>