

THE ORGANISATION

Our client is a donor funded organisation and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff are deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

NUTRITION PROGRAMME LOGISTICS OFFICER

THE BACKGROUND

Our client is implementing a program to provide therapeutic food to malnourished adults and children in primary care, as well as HIV and TB treatment settings. The Nutrition Program Logistics Officer will support the Ministry to accurately manage, distribute and track therapeutic food products to the appropriate clinic settings throughout Namibia.

THE POSITION

Key Areas of Focus and Deliverables:

The Nutrition Programme Logistics Officer's responsibilities include, but are not limited to:

- Manage daily warehouse activities for therapeutic foods in the assigned location according to established standards and operational guidelines.
- Coordinate shipping, facilitate clearance and delivery arrangements of therapeutic foods procured internationally.
- Manage warehouse and transport operations and relevant services contracting in order to ensure timely and cost-effective delivery of therapeutic foods to all service delivery points (SDPs).
- In collaboration with Central Medical Stores and relevant stakeholders, support the establishment of a system and procedures for continuous monitoring of therapeutic foods stock status at the national, regional and SDP level to avoid stock outs, over stocks and expiries and to ensure adequate commodity levels throughout the pipeline.
- Monitor the quantity and quality of FBP stocks, carry out regular and random physical inventory of the stocks at the national level warehouse and produce regular stock reports.
- Ensure that accurate and complete logistics accounting, reporting and internal control systems are functioning and that all relevant records are regularly maintained.
- Support quarterly and annual forecasting and quantification of therapeutic foods and other FBP related commodities.
- Support the line manager to routinely compile,

analyze and disseminate logistics data and generate recommendations and plans of actions from the analysis. Disseminate information and reports to relevant stakeholders.

- In collaboration with the line manager and other stakeholders, conduct supportive supervisory visits to the SDPs as necessary.
- Create written reports as requested.
- Perform other related duties as required.

THE PERSON

You will need to have a proven record in this field and the client and the Ministry will rely on your technical expertise to develop and strengthen supply and delivery processes.

Minimum requirements

- A degree in Supply Chain Management/Logistics/ Pharmacy and / or degree in Public Health.

Prior work Experience and competency requirements:

- Minimum 3 years' experience in logistics management, warehousing or distribution operations, preferably with food items.
- Developing country work experience .
- Excellent skills in representation, liaison and collaboration with government, private and non-governmental organizations.
- Excellent reporting and writing and communication skills in English.
- Demonstrated skills in Microsoft Office Suite applications, including Word, Excel and PowerPoint.
- Proven interpersonal skills and ability to deal with multiple stakeholders.
- High level of integrity.
- Ability to develop and work within transparent corporate governance guidelines and policies.
- Proven knowledge of Supply Chain Management in the Namibian context will be a distinct advantage.

INTERESTED ?

The successful candidate will be on a one year contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **09 September 2011** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to theo@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



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