



VACANCY ANNOUNCEMENT

Kenya Red Cross Society is one of the largest humanitarian organisations in Kenya. Its vision is to be the most effective, trusted and self-sustaining humanitarian organisation in Kenya.

The Society is looking for a qualified person to fill the following position:

Position Title:	Medical Logistician
Reporting to:	Pharmacist In-Charge
Job Location:	Dadaab Refugee Operation

MEDICAL LOGISTICIAN

Overall Purpose

Reporting to the Pharmacist In-Charge, the overall objective of the position takes overall responsibility of all procurement and inventory management of all medical supplies.

Duties and Responsibilities

- Manage all the procurement of the trimester and regular procurement of all medical supplies.
- Manage the quality of all medical supplies and confirm upon delivery from suppliers
- Manage drugs disposal as and when required.
- Training and overseeing on management of drugs in the warehouse and tracking movement in close liaison with the storekeeper.
- Follow up on medical sample/cold chain and blood from external sources.
- Verify and recommend specific medical equipments for the program from the market place.
- Coordination with Finance, Admin and program departments to ensure integrated internal controls, timely payment of vendors and full auditable support documentation
- Ensuring that a transparent and responsive procurement process is implemented and maintained
- Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies
- Ensuring that all Supplies, services and equipments required are delivered in time
- Establishment and maintenance of ethical, professional working relationships with suppliers
- Maintain supplier information for regularly purchased items, and be informed of current market conditions.
- Support and provide the appropriate trainings for procurement and program staff as required.
- Provide monthly procurement analysis pre grant/location and categories.

- Generate and / or maintain comprehensive price list for goods, services and equipments purchased
- Produce routine cash / payment projections for Logistics Manager and Finance
- Inventory control: analyse demands, prepare regular forecasts, calculate replenishment orders and initiate procurement accordingly
- Planning: participate in project designs, anticipate needs for supplies, carry out the procurement for projects, and keep abreast of changes in medical supplies in close cooperation with the Health Department

Minimum Qualifications

- Degree in Pharmacy or diploma in Pharmaceutical Technology.
- Diploma in Supply Chain Management/Logistics **a strong bonus.**

Key Competencies

- At least 3 years experience working in a complex, multifaceted, community health program.
- Strong communication skills: oral, written and presentation skills.
- Experience of working in a refugee camp environment is an added advantage
- Must be computer literate.
- Must give careful attention to assigned duties and prompt execution of all work assignments.
- Must be a team player with the ability to work independently.
- Good communication, customer service and organizational skills, with excellent attention to detail.

Applications MUST contain:

Letter of application, curriculum vitae, copies of relevant certificates, address and contacts of two referees.

All applications should be addressed to:

**The Secretary General
Kenya Red Cross Society
P. O. Box 40712-00100
NAIROBI**