

JOB DESCRIPTION



Job Title	: Medical Logistics Coordinator
Location	: AWC Bagmati
Legal Entity	: Gurkha Welfare Trust Nepal
Reports Functionally To	: Operations Manager Medical GWT(N)
Reports Administratively To	: Clinical Pharmacy Services Manager
Works Closely with	: <i>Logistics, Procurement, Biomedical Technician, S/AWO, CPM, CST managers, especially of AWC Bagmati, but also other AWCs, Dep Med Dir, Pharmacists, MAC</i>
Direct Reports	: none

A. Overall Purpose of the Job (Brief description of the primary purpose of this position)

The Medical Logistics Co-ordinator works closely with the Operations Manager Medical and is responsible for ensuring that medical logistics are well managed and ensure smooth operation of GWT medical services.

This includes ensuring timely and efficient movement of equipment and supplies to all GWT AWCs, maximising efficiencies between different order streams (pharmaceuticals, medical consumables, non- medical consumables, VP aids, medical equipment and non clinical equipment needed for medical operations.)

The logistics officer will support GWT (N) HQ procurement and logistics coordination between cells and the suppliers and medical centres.

She/he will also support the coordination cell by keeping an overview of movement of medical cell staff and ensuring that synergies in movement plans are maximised.

B. Key Accountabilities and Responsibilities (Critical responsibilities and skills of this position, listed in order of importance)

A. Responsiveness

- Understand priorities in supply chain and ensure that urgent items are delivered at the right time to the respective areas
- Work with suppliers to ensure appropriate response times are maintained
- Support Operations Manager Medical in identifying additional high quality suppliers and managing contracts
- Support AWCs to improve planning of supply chain to avoid stock outs and waiting periods
- Support AWCs in monitoring transfers of lab samples

B. Quality

- Understand quality issues in medical and non medical supplies and ensure that uniform quality is maintained across geographical areas and time lines
- Ensure that supplies are moved with appropriate care for quality maintenance (such as temperature control etc)
- Support operations manager medical in managing regular equipment maintenance as well as repairs and replacement as needed

C. Efficiency

- Maximise opportunities for value for money by combining delivery trips:
- Maintain a schedule for staff, equipment and supplies movements to ensure that all synergies are exploited as far as possible without compromising on quality and timeliness

D. DOCUMENTATION / COMMUNICATION

- Maintain clear records of all medical logistics related information
- Support HQ logistics cell in managing equipment register and maintenance schedule
- Work closely with biomedical lead to ensure all medical equipment is maintained and in good condition in all AWCs
- Report regularly to OMM and identify any problem issues early

E. GENERAL

- The above tasks will entail occasional travel to all clusters and rural AWCs and frequent visits to suppliers

Additional duties

- To work with OMM and BMT and perform any additional duties as required to ensure smooth operations of GWT medical services

Job Profile

Mandatory Skills and Knowledge *(Brief description of technical knowledge or skills needed to perform the job)*

- Good understanding of logistics management, value for money and operations management
- High competence in IT (Excel, Word, PowerPoint as a minimum)
- Highly organised and able to process and prioritise information and plan effectively

Desired Competencies *(Critical behaviours necessary to successfully perform the job)*

- Excellent communication skills
- Public Health, Hospital Management, Nursing/HA with proven management background will be advantageous
- Ability to use the online Information Management Systems

Mandatory Work Experience *(Brief description of the job-related experience needed to perform the job)*

- At least 2 years experience in managerial role with responsibility for logistics
- Prior Experience working with international companies and NGO's an advantage.

Mandatory Qualifications *(Brief description of the educational background needed to perform the job)*

- Bachelor degree in related field (management, accounting, business administration etc or health related subject)

Mandatory Languages *(Brief description of the language skills needed to perform the job)*

- English
- Nepali

Travel / Rotation Requirements *(Brief description of any travel or rotation requirements)*

Name & Signature of Medical Director

Name & Signature of Employee

Date

Date

Name & Signature of Field Director

Date