



## Health Services Department

### BHC-Light Medical Logistics Officer– Job Description

#### Job description

<b>Job Title</b>	Medical Logistics Officer
<b>Classification Level</b>	Grade 6
<b>Organizational Unit</b>	Health Services Department
<b>Place of Work</b>	Nepal Red Cross Society Headquarters- Kathmandu (Deployable to field)
<b>Immediate Supervisor's Title</b>	Clinical Co-ordinator

#### Background

In response to the April earthquake 2015, the Nepal Red Cross Society (NRCS) supported by Partner National Societies (PNS) provided emergency health services through the deployment of Emergency Response Unit (BHC LIGHT) to various earthquake affected areas. Following the response, the BHC LIGHTs were handed over to NRCS during early recovery phase.

Through the response, NRCS has gained experience and knowledge in providing emergency health and care through the BHC LIGHT modality. And with the support from the Canadian Red Cross Society (CRCS) and with the desire to respond in future to health emergencies by bringing urgent care to an area of need in timely way, the NRCS has launched a two year project "Basic Health Care Light". The purpose of the project is to provide rapidly-deployable, emergency health service in response to water-borne disease outbreaks offering response interventions and basic health care across Nepal.

#### Job Purpose

The primary responsibility of the medical logistician is to ensure effective and efficient implementation of the medical supply chain for BHC Light. S/he will be ensure the readiness of the BHC-Light as it pertains to the procurement, maintenance, and replenishment of medical and pharmaceutical items. In addition to this, at the time of BHC Light deployment the medical logistician will be responsible for ensuring and maintaining systems to support the efficient coordination between the national headquarters and the field operation for supply and replenishment of all items.

### **Job Duties and Responsibilities**

The key tasks and duties of the logistician will be as follows:

#### **Regular Duties**

- Maintain an accurate inventory of all BHC-Light equipment including drugs, medical equipment and technical equipment
- Develop and implement with the Logistician and the technicians, the BHC-Light maintenance plan
- Monitor the storage conditions of the BHC-Light stock
- Ensure that expired or dysfunctional items are replenished on time and as per quality standards
- Establish and continuously review the technical specifications of the BHC-Light equipment and supplies
- Conduct regular visits to the BHC-Light warehouse to ensure the integrity of the stock
- Develop and continuously review a list of medical and non-medical items to be procured to maintain BHC-Light readiness
- Assist the logistic department in identifying new suppliers for medical items
- Liaise with the logistic department to ensure that procurement is done as per required standards and specifications
- Develop and implement the BHC-Light procurement plan
- Liaise with the logistic department on all matters related to the BHC-Light
- Support the organization of all trainings related to the BHC-Light project
- Deliver selected presentations during BHC-Light trainings
- Support the overall BHC-Light project including contributing to all required readiness activities
- Support the development of the field tools (Logistic, Finance) to ensure the operability of the BHC-Light once deployed
- Ensure the integration of all technical documentation into BHC-Light guidelines and BHC-Light trainings

- Provide briefing to BHC-Light personnel deployed to emergencies
- Process/Act on documents needed for the BHC-Light Deployment.
- Assists in the preparation of materials and supplies needed for deployment.
- Orients volunteer/ personnel on the nature of deployment and other necessary information
- Deploy with the BHC-Light as needed
- Assist in pre-and post-deployment activities: inventory, warehousing, replenishment, and personnel briefing/debriefing.
  
- Follow-up on post-deployment lessons learned and findings
  
- Track and report on project achievements
- Track and report on any variance in the achievement of project activities and budget
- Provide quarterly updates on project activities
  
- Support the monitoring and evaluation process for the BHC-Light project.
  
- Support the overall BHC-Light project including contributing to all required readiness activities
- Prepares Memo and other documents relevant to the project
- Follow NRCS administrative processes and regulations
- Comply with financial and accounting responsibilities: on time submission of liquidations/expenses.
- Perform all other related duties that may be assigned from time to time by the Clinical Coordinator

**Duties applicable to all staff**

- Actively work towards the achievement of the Nepal Red Cross Society's 7<sup>th</sup> Development Plan and Recovery Framework.
  
- Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRC's Quality and Accountability Framework and HAP Framework.

**Position Requirements**

Education	Required	Preferred
Bachelor's Degree in Nursing or Pharmacology (with Professional License)	X	

Knowledge of requirements for the proper storage of medical items, equipment and medicines	X	
<b>Experience</b>	<b>Required</b>	<b>Preferred</b>
At least 2 years of experience in medical logistics	X	
Previous experience working in a field hospital or capacity		X
Experience of working for the Red Cross/ Red Crescent		X
<b>Knowledge and Skills</b>	<b>Required</b>	<b>Preferred</b>
Proven ability to provide sound technical support and effective problem solving	X	
Capable of decision making in the situation of uncertainty	X	
Responsiveness to need for change and unique circumstances	X	
Skills in computer and software systems (Windows, spreadsheets, word-processing, e-mail)	X	
Demonstrated ability to function independently and manage own work plan and deliverables with attention to detail	X	
Fluent written and verbal communication skills	X	
Willingness to travel to outbreak affected areas	X	
<b>Languages</b>	<b>Required</b>	<b>Preferred</b>
Good command of spoken and written English	X	
Excellent command of Nepali	X	