



REPUBLIC OF LIBERIA  
**MINISTRY OF HEALTH**  
 P. O. BOX 10 – 9009  
 1000 MONROVIA 10, LIBERIA

## JOB VACANCY

**POSITION DESCRIPTION: Director of Technical Operations/CMS**

<b>POSITION TITLE:</b>	<b>Director of Technical Operations</b>
<b>REPORTS DIRECTLY TO:</b>	<b>Managing Director</b>
<b>DIRECTLY SUPERVISES:</b>	<ul style="list-style-type: none"> <li>• <b>Warehouse Supervisor</b></li> <li>• <b>Distribution Officer</b></li> <li>• <b>Procurement &amp; Clearance Officer</b></li> <li>• <b>Community Out-reach Program (COP) Coordinator</b></li> <li>• <b>County Drug Depot Assistant</b></li> </ul>
<b>DEPARTMENTAL/FUNCTIONAL RELATIONS:</b>	<ul style="list-style-type: none"> <li>• <b>Ministry of Health (SCMU, Procurement &amp; Pharmacy Division)</b></li> </ul>
<b>EXTERNAL RELATIONS</b>	<ul style="list-style-type: none"> <li>• <b>Health Partners</b></li> <li>• <b>Community Leadership</b></li> </ul>
<b>PURPOSE</b>	
<ul style="list-style-type: none"> <li>• Provide leadership, Store drugs and medical supplies in proper conditions with security trained personnel and specialized staff to handle stock control of goods.</li> <li>• Ensure proper storage to cold chain items.</li> <li>• Provide management for reception, storage, distribution and inventory control.</li> </ul>	
<b>KEY RESULT AREAS:</b>	
<ul style="list-style-type: none"> <li>• Timely Distribution of drugs and medical supplies</li> </ul>	
<b>DUTIES</b>	
<p>General Management Functions:</p> <ul style="list-style-type: none"> <li>• Issue requisitions based upon approved distribution plans or individual requisitions and complete the “Quantity Issued” column on the stock balance and requisition forms submitted by all facilities and programs.</li> <li>• Notify programs and make recommendations for modification in quantities of drugs when CMS is concerned about the pre-approved amount.</li> <li>• Conduct macro and micro reception upon arrival of consignments and enter the data (picking list and invoice) electronically and manually.</li> <li>• Issue supplies to requesting facility in the quantities approved by the programs</li> <li>• Notify the Managing Director and the programs in cases where stock levels have not changed, running low (stocks are considered “approaching stock out” when only 3 months of stock remains at CMS or are approaching expiration</li> <li>• Collect and dispose of expired supplies and medical products upon notification from a respective drug depot.</li> <li>• Goods shall not remain within a depot for longer than four weeks after they have expired.</li> <li>• Conduct physical inventory and reconcile information with stock control software on a monthly basis.</li> <li>• Performance any other duties as made be required.</li> </ul>	

<b>Technical Duties:</b> <ul style="list-style-type: none"> <li>• Oversee and implement the “First Expire First Out” (FEFO) supply management method to prevent and reduce loss and damage through expiry.</li> <li>• Identified and communicate stock at risk to the Managing Director and the programs based on reorder thresholds determined by the programs.</li> <li>• Develop and maintain records of inventories and provide value of monthly inventory to Managing Director for insurance purposes.</li> <li>• Develop good warehouse practices</li> <li>• Oversee inventory control of drugs and other supplies</li> <li>• Coordinate Procurement arrangement and procurement pipeline monitoring.</li> <li>• Oversee management of warehouse platform data system.</li> </ul>	
<b>Supervisory Function:</b> <ul style="list-style-type: none"> <li>• Supervise depots and selected sites quarterly, to confirm successful distribution and strong inventory system.</li> <li>• Conduct physical inventory and reconcile information with stock control software on a monthly basis.</li> <li>• Conduct monthly, qualitative inspections of the warehouse to ensure that basic standards are met and inform the Managing Director of the need for corrective maintenance when necessary.</li> </ul>	
<b>AUTHORITY LIMIT</b>	<b>Staff Management</b> <ul style="list-style-type: none"> <li>• Monitor and ensure that Warehouse supervisors, Distribution Officers, Procurement Officers and Community Out-reach Program (COP) coordinators are at their assigned areas and performing their duties.</li> </ul> <b>Assets Management</b> <ul style="list-style-type: none"> <li>• The position holder will also be accountable for all drugs and medical supplies with in the Central Medical Store.</li> <li>• The job holder makes recommendation for procurement of drugs and medical supplies for the Central Medical Store.</li> </ul>
<b>EDUCATIONAL QUALIFICATION</b>	
<ul style="list-style-type: none"> <li>• Bachelor in Pharmacy</li> </ul>	
<b>WORK EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• At least three (3) years in a similar position, preferably in Government/NGO setting. .</li> </ul>	
<b>OTHER REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Must be computer literate with proficiency in MS Word and MS Excel.</li> <li>• Must possess appreciable communication skills - both written and oral.</li> <li>• Must be a good team leader with proven capacity to motivate staff to achieve stated objective.</li> <li>• Must be a Liberian</li> <li>• Ability to work under difficult circumstances, especially beyond official working hours in order to meet deadlines.</li> <li>• Must process knowledge of Liberia’s pharmaceutical laws and protocols.</li> </ul>	

Interested individuals or applicants may submit their application(s) written in English, enclosed in an envelope clearly marked: **“APPLICATION FOR THE POSITION OF DIRECTOR FOR TECHNICAL OPERATION/Central Medicine Store** and drop it in the tender box situated on the ground floor or electronically transmitted by the deadline specified below to: [proumohsw@gmail.com](mailto:proumohsw@gmail.com) no later than **Monday, 23<sup>rd</sup> July, 2018 @ 2:00 PM/ 14: 00 GMT.**

Application must be clearly marked “Application For”: **DIRECTOR FOR TECHNICAL OPERATION/Central Medicine Store**

The address is stated below:

JAMES M. BEYAN  
HUMAN RESOURCE MANAGER  
Ministry of Health  
Congo Town, Room#140 or via email: [proumohsw@gmail.com](mailto:proumohsw@gmail.com)

**This Expression of Interest can also be found on:**

- i. [www.emansion.gov.lr](http://www.emansion.gov.lr)
- ii. [www.moh.gov.lr](http://www.moh.gov.lr)

Signed by: \_\_\_\_\_  
**Director of Procurement**

Approved by: \_\_\_\_\_  
**Deputy Minister for Admin.**