

VACANCY ANNOUNCEMENT

Doctors with Africa CUAMM operates in Sierra Leone since 2012, its mission is to enhance access to quality primary and secondary health care with a specific attention to maternal and child health care by using the network of CHWs as well, nutrition, communicable and non-communicable diseases’ prevention, diagnostic and treatment services.

Doctors with Africa CUAMM works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security, water and sanitation, health and advocacy.

Doctors with Africa CUAMM, though the presence of one store keeper and within the constant collaboration with the hospital pharmacy, will assure the needs in terms of medicines and consumables and constantly monitoring and reporting to the Hospital management team, taking into account the drugs and material entering in a discontinuous and unpredictable way through the Free Health Care, to avoid stock outs and guarantee the consequent procurement according to the hospital needs;

Job Title: PCMH Store Keeper

Status: Technician Level

No of Position: One (01)

Work Base: Freetown, Princess Christian Maternity Hospital

Supervised by: Project Manager (first responsible), Clinical Technical Assistance and Logistician Area (second responsible)

Department: Health Department Programs

Contract Duration: Three (03) months starting in October until December 2023, part-time contract from Monday to Friday, from 8:00am to 1:00pm daily

Salary proposition: Gross monthly salary of SLE 5.151,07 and a net salary of SLE 4.034.00

Scope of Work, Duties and Assignments:

<p>:</p> <p>The store keeper is responsible for:</p> <ul style="list-style-type: none"> ▪ Receive and inspect all incoming materials, compare information on packing slip with purchase order to verify accuracy of shipment, inspect shipment for damages or defects, record discrepancies or damages in shipments and reconcile with purchase orders. ▪ Deliver received and inspected materials, supplies (Pharma, Medical and others), and equipment to the user’s section as requested. 	<p>Particular means:</p> <p>Be able to receive, store and issue of materials (Pharma, Medical and others), to maintain inventory and stock records of primary healthcare centre store at PCMH.</p>
--	---

<ul style="list-style-type: none"> ▪ Ensure that all equipment / items have been properly labelled and inspected. ▪ Create and update, computerized database store management system with details of material received and issued. ▪ Prepare Monthly reports that cover all activities from the Pharmacy. <p>The collaborator is required to have an attitude of elasticity and flexibility for tasks changes or integration that might emerge due to local needs and the effort of inserting his/her actions in the wider context of CUAMM presence in Sierra Leone, in order to foster coherence and continuity among current and future projects.</p>	
---	--

Position Requirements:

- Bachelor's degree in: Pharmacy, Community health and clinical Sciences, Public Health
- Minimum 3 years of experience in the store keeping or similar position
- Experience in using the word and excel packages
- Experience in working with multiple legal entities under different legal umbrellas
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in English and Krio.
- Previous work with ONGs is consider a preferable asset.

Safeguarding

- Maintain safe working environment for all staff/beneficiaries;
- Ensure risk mitigation measures are in place and adhered to;
- Ensure staff/beneficiaries fully understand Safeguarding reporting procedures;
- Ensure Safeguarding measures are implemented within areas of responsibilities;
- Ensure **do-no-harm** to children and vulnerable adult we meet;
- Follow-up, and address, Safeguarding issues appropriately.

How to apply

Interested candidates should apply by **email** attaching **CV + cover letter ONLY** (preferably as a single attachment) to sierraleonehr@cuamm.org **not later than September 22nd 2023** (midnight GMT). The subject of the email should be **APPLICATION FOR STOREKEEPER** and the attachments should be saved with the **applicant's full name**.

Only shortlisted candidates will be contacted. Shortlisted applicants will be invited for a written test and an interview at a later date. Please note that this application is urgent, so we kindly ask all interested candidates to send in their applications within their earliest convenience.

Female applicants are encouraged to apply.