



Rapid Response Role Profile

Job Title	Medical Logistics Officer
Classification Level	
Immediate Supervisor's Title	Supply Chain Coordinator/ Operations Manager/ Head of Emergency Operations
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Medical Logistics Officer, deployed in a Federation coordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

The main objective of this position is to optimise adequate medical resources by checking consumptions and movements to monitor on minimum stock levels to forecast re-order points and to act accordingly. The Medical Logistics Officer will support the delivery of country level medical logistics operations in-line with LPSCM strategy and policies ensuring a high quality service provision that meets the needs of customers within a service cost recovery framework within emergency operations. The Medical Logistics Officer will be primarily focused upon managing and coordinating medical logistics operations activity within a crisis area. A major focus of this role is establishing procedures and processes to be in compliance with IFRC, international and local guidelines, regulations, standards and policies. To achieve this, and to ensure the smooth running of the service, The Medical Logistics Officer will be required to develop and maintain productive working relationships within the Movement and with external field organisations (both humanitarian and government). The Medical Logistics Officer will also carry responsibility for the training and support of all medical logistics operations staff.

Role (Job Requirements)

Job duties and responsibilities

1. To plan and organize operational IFRC medical logistics activities including medical warehouse/stock management ensuring adherence to IFRC policies, regulations and standards to provide a high quality, efficient and cost-effective medical logistics service that meets the needs of customers.
2. Be accountable for receiving, checking and monitoring medical supplies including equipment ensuring that quality of supplies is maintained throughout handling, storage, distribution (or dispatch) and in compliance with IFRC and local regulations.
3. To ensure required import permits are obtained and handling, storage and dispatch records are maintained for all drugs under International control in accordance with National and International drug legislation and IFRC regulations.
4. Maintain medical supplies movement record and ensure optimal rotation of shelf-life sensitive medical supplies to minimize wastage and to minimize the risk of out-of-date materials arriving onsite.
5. To ensure disposal of medicines and other medical supplies is carried out in compliance with IFRC and local regulations.
6. To provide medical logistics advice and technical support to other country level IFRC functions to enable the delivery of a more holistic overall IFRC service.
7. To provide support and training to national medical logistics staff and volunteers to improve the quality of medical logistics service provisions and promote adherence to best practice principles and compliance with necessary regulation, legislation and IFRC policy.

8. To liaise with relevant field level operational partners and governmental bodies to enable a more efficient medical logistics service delivery.
9. To maintain accurate records relating to the costs associated with all aspects of the provision of this service and report/communicate all relevant information in a timely manner to enable full cost recovery to be achieved.
10. To support the Country Logistics Manager in managing, evaluating and reporting upon medical logistics projects and stock which meet delivery and quality targets in-line with LPSCM and country strategies

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
Professional qualification in logistics or equivalent experience	⊙	
Basic Delegates Training Course, IMPACT or equivalent knowledge		⊙
Logistics ERU training		⊙
Introduction to Cash Transfer Programming		⊙
Experience	Required	Preferred
3 years professional experience in the control, usage, storage and movement of drugs	⊙	
Experience of working for a humanitarian aid organisation in a developing country	⊙	
Experience of managing budgets	⊙	
Experience of narrative & financial reporting	⊙	
Experience in managing and training staff/volunteers		⊙
Red Cross/Red Crescent knowledge and experience		⊙
Knowledge & Skills	Required	Preferred
Valid international driving license for light vehicles (manual gears)	⊙	
Valid heavy vehicle driving license	⊙	
Good understanding of financial process and budgeting	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
National Society Capacity Strengthening	⊙		
Coordination	⊙		
Assessment	⊙		
Direction Setting and Quality Programme Management	⊙		
Information Management	⊙		
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability	⊙		

Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict Management	⊙		
Interpersonal Communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivating Others	⊙		
Personal resilience	⊙		
Integrity	⊙		

Technical Competencies	Tier 1	Tier 2	Tier 3
Supply Chain	⊙		
Warehousing		⊙	
Procurement		⊙	
Transport and Fleet Management	⊙		
Airport/Port operations	⊙		
Cash Based Intervention	⊙		
Market Assessment		⊙	
Market Based Intervention			
National Society Logistics Development	⊙		
Medical Logistics		⊙	

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		