



External Advertisement

RELEASED BY	LEPRA Society Regional Office- Odisha	JOB TITLE	Pharmaceutical and Health Product Management (PHPM) Officer
REF No	LSRO/HR/2017/271	RELESAE DATE	13/09/2017
REPORTING TO	State Project Coordinator	LIKELY DATE OF JOINING	ASAP
LOCATION	Bhubaneswar	LAST DATE OF APPLICATION	20/09/2017

Pharmaceutical and Health Product Management(PHPM) Officer (1)

LEPRA Society is a pan-India health and development organization working to restore health, hope and dignity to people affected by leprosy and other diseases linked to poverty, discrimination and disability. LEPRA endeavors to diagnose, facilitate treatment to those affected and help them to rehabilitate into the mainstream of the society. LEPRA works in collaboration with the Government and funding agencies to reach-out to the most inaccessible villages of Andhra Pradesh, Telangana, Assam, Bihar, Chhattisgarh, Odisha and Madhya Pradesh states.

LEPRA Society has been operating as Sub Recipient for the state of Odisha for implementing Intensified Malaria Control Project (IMCP) - III (GFTM Supported) in the districts of Keonjhar, Sundergarh and Mayurbhanj under the overall management and guidance of Caritas India and State vector borne disease control programme. The project Period is till December, 2017.

Overall Responsibility

The PHPM Officer will be responsible for planning, management and oversight of pharmaceutical and health products in coordination and consultation with the Caritas India (PR), State/District Vector Borne Disease Control Programmes (VBDCPs).

Specific responsibilities

- Responsible for supply chain management for Long Lasting Insecticidal Nets, diagnostics and anti-malarial medicines with special emphasis on inventory management and distribution from point of receipt to the service delivery points (SDPs) i.e. village level.
- Estimate requirements per guidelines and provide support to District Project Management Units in estimating and tracking requirements, and related responsibilities.
- Coordinate together with State Project Coordinator in consultation with the PR with the state/ district VBDCP for requirements of health products such as Long Lasting Insecticidal Nets and RDT and anti-malaria medicines, etc. and ensure timely availability at village level as per requirement.
- Supervise and guide supply chain management related recording and reporting especially at district and sub district levels.
- Provide support in capacitating concerned project personnel, field supervisors and volunteers on all facets of pharmaceutical and health products management. Participate in meetings, consultations, workshops, as necessary.
- Carry out field visits to strengthen PHPM including but not limited to, tracking requirement and physical verification of stock at district, sub-district and village levels and take necessary actions.
- Coordinate with PR PHPM Officer and others concerned for review and consolidation of PHPM reports monthly and quarterly for necessary collation, review and submission.



External Advertisement

- Support during reviews, site visits, by PR/others.
- Ensure the confidentiality and security of all information.
- Perform any other tasks, as necessary.

Qualification & Experience

- Master's degree in Material Management/Logistics from a recognized University
- At least 3 years of experience in logistics supply chain management preferably in development projects (experience in public health domain will be an added advantage).

Skill

- Proven knowledge and skills of logistics supply chain management
- Ability to identify existing or potential problems and innovate solutions for varying situations
- Excellent data management skills
- Track record of undertaking a range of tasks simultaneously, adherence to time lines and ensuring quality reports in addition to effectively supporting/coordinating with reporting units
 - Able to prioritize and execute tasks in a high-pressure environment
- Demonstrated outstanding level of professionalism
- Excellent supportive supervision, problem-solving, analytic, presentation skills
- Excellent written and verbal communication skills in English (proficiency in local language will be added advantage)
- Excellent interpersonal skills including professionalism and a cooperative attitude
- Proficiency in standard MS Office Suite Applications (Word, PowerPoint, Outlook, Excel, etc.)
- Ability to work as part of a multidisciplinary team with various counterparts by maintaining strong working relationships.

Travel

S/he will be expected to travel extensively in Odisha and occasionally to New Delhi and north eastern states, as and when necessary.

Compensation : Rs. 40,000/- per month (All Inclusive)

How to apply

If you have the skills and necessary experience and are interested in this position please forward your application along with detailed resume in the specified format downloaded application form www.leprasociety.org (Get Involved - Careers) to hrdrob@leprahealthinaction.in specifying the REF.NO in the subject line or by post/courier specifying the **REF.NO & post applied** for on the cover of the application to the HR Executive, LEPRA Society, Plot No - N1/89, IRC Village, Nayapally, Bhubaneswar - 751015, Orissa. (other formats will be rejected). Women candidates are encouraged to apply.

LEPRA Society is an equal opportunity employer.