

## Job Vacancy Stock Officer

The **Stock Officer** will provide key administrative support for the Support Services function of Marie Stopes and will coordinate and assist with: stock/procurement, office facilities & admin, fixed asset and logistics. This role is key to the successful coordination of our support services across the organisation.

Job Title:	Location:	Reporting to:	Probationary Period:
Stock Officer	MSIC's Head Office, Phnom Penh	Director Finance & Support Services	3 months

MSI Reproductive Choices is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (MSIC) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2019, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **MSI Reproductive Choices' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **MSI Reproductive Choices' Core Values:**

Mission Driven	Client Centred	Accountable	Courageous
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### Key Responsibilities

- Assist line manager to process purchasing transactions in adherence to procurement policy forms/processes and donor compliance.
- Assist and coordinate the annual procurement planning process.
- Ensure no fraud, including commissions are received by any team member across the organisation.
- Coordinate efficient stock management, including ordering stock and arranging the receipt and delivery of stock to the support office and across all clinics to ensure stock levels are always maintained.
- Manage and administer the internal stock control system and update all stock movements, ensuring compliance with the relevant requirements.
- Coordinate with all the clinics and arrange the schedule for the quarterly stock count at each MSIC's location.
- Plan and attend regular stocktakes with Finance Department at MSIC locations.
- Weekly stock issue to program channel
- Review daily/weekly stock report from centres
- Submit monthly stock movement reports to Finance.
- Maintain security and appropriate storage of stock at all times and in line with set guidelines.
- Prepare and submit the documents to re-register the drug licenses with the MoH.
- Work closely with the government official at MoH to ensure any updates on the requirements of drug re-registration licenses are met.
- Coordinate with the recommended suppliers from MSI UK Supply Chain Team to ensure the correct supporting documents are used when applying for the drug licenses.
- Keep up to date on new medical product in the market to in line with MSI Product Quality Management System (Q-Trak)
- Prepare market assessment on the local and international market price of related medical product and equipment
- Source potential supplier who supplies latest product with high quality and competitive price
- Keep sourcing alternative products to ensure MSIC get highest standard product for clients

**Qualifications/Skills and Experience:**

- A Bachelor degree of Pharmacist or Bachelor degree of Nurse of any other relevant medical qualification
- At least 2 years of practical experience in medical stock and administration functions.
- Good English (written and spoken) is required
- Fluent in Khmer both oral and written.
- Solution focused
- Approachable with strong interpersonal & listening skills
- Strong office management skills
- Strong time management and organisation skills with the ability to prioritise effectively
- The highest levels of integrity, strong ethical sense
- IT literate and experience with systems
- Strong supporter of sexual reproductive health rights for all men/women, including abortion services.
- Ability to travel frequently if required.

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

**A competitive national salary will be offered to the successful candidate.**

We are committed to Child Safeguarding and Protection from Sexual Exploitation and Abuse. Please note, appointment to this position is subject to the outcome of background checks. We are an equal opportunity employer – women and persons with disabilities are strongly encouraged to apply.

Please visit <http://www.mariestopes.org.kh/Career> or contact our Human Resources Team for a detailed job description. Interested and qualified candidates should send applications (CV and a cover letter) to [hrd@mariestopes.org.kh](mailto:hrd@mariestopes.org.kh) or alternately via post to: **Marie Stopes International Cambodia (MSIC) Head Office, Address: Phnom Penh Centre, Building F, 1<sup>st</sup> Floor, Sothearos Boulevard, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Tel: 023 994 082/083.**

Only short-listed candidates will be contacted. Closing date for applications is **30 December 2020 at 8:00am.**