

Job Title: Vaccine Logistics Officer

Location: Based at the Oxford University Clinical Research Unit (OUCRU-NP) hosted by Patan Hospital and the Patan Academy of Health Sciences in Kathmandu, Nepal

Length of Contract: 6 months with 1 month probation period

Level: 7

Background:

OUCRU-NP, founded in 2003, is based in Patan Hospital, Patan Academy of Health Sciences, with the main research focus on the most common infectious disease affecting patients who present to Patan Hospital and the surrounding areas of Lalitpur, with a major focus on enteric fever (Typhoid and Paratyphoid) and other causes of febrile illness including typhus, infections of the central nervous system and Hepatitis E.

In collaboration with the Department of Pediatrics, University of Oxford and Oxford University Clinical Research Unit-Vietnam, OUCRU-NP is conducting a research study to understand the burden of Enteric Fever and the impact of typhoid vaccine in Lalitpur. OUCRU-NP invites applications from interested and eligible candidates for the position of Vaccine Logistic Officer.

Responsibilities:

The Vaccines Logistics Officer will overall be responsible for the accountability of the study vaccines, maintaining the logistics and the cold chain of the study vaccines. The Vaccine Logistics Officer should be flexible with their time, and be available to work long hours starting early hours through late evenings, including Saturdays to fulfill their job as detailed below:

- Day-to-day preparation and organization of cold chain boxes and vaccines for delivery to each field site.
- Identifying and estimating needs for vaccines and immunization-related equipment in each field study site in accordance with project plans on a daily basis.
- Organizing and Coordinating delivery of vaccines and injection equipment delivery to field sites in a timely fashion.
- Overseeing use and maintenance of cold chain equipment and transportation.
- Overseeing vaccine use in the field and coordinating to ensure minimal vaccine wastage.
- Maintaining vaccine accountability. Maintaining clear records of vaccines used, returned, wasted on a daily basis.
- Managing the clearance and receipt of vaccines and immunization-related equipment on a daily basis.
- Maintaining clear records for temperature monitoring in the central and field sites.
- Ensuring regular & timely updates on cold chain, after collection/ distribution/ returns from the field (within 24 hours).

- Monitoring cold chain performance and ensuring prompt follow-up of response by the concerned person, to temperature excursion alerts centrally and in the field sites.

Qualifications:

1. Minimum of Bachelors Degree in Pharmacy.
2. Preference will be given to candidates with experience in vaccine management or cold chain management/ public health/ health care.
3. Experience/ Knowledge in immunization programmes will be an advantage.
4. Must be proficient in computers. Knowledge of MS- Office applications.
5. Excellent knowledge of written and spoken English is essential.
6. Strong communication skills.
7. Flexible with time and willing to work long hours.