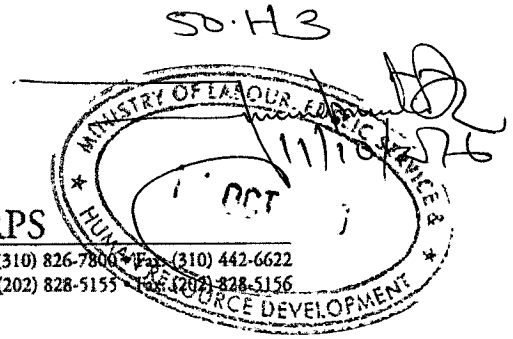




INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404 • (310) 826-7800 • Fax: (310) 442-6622
Washington, D.C. Office: 1313 L St. NW, Suite 220, Washington, DC 20005 • (202) 828-5155 • Fax: (202) 828-5156
www.imcworldwide.org



JOB VACANCY

Job Title:	Pharmaceutical Supervisor (1 position)
Country Program:	South Sudan
Location of Position:	Juba 3
Position Reports to:	Medical Coordinator
Position Opened for:	South Sudanese only
Desired Start Date:	ASAP
Closing Date for Applications:	October 28, 2016

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Job Summary:

In consultation with the Medical coordinator and the Field Logistic coordinator, the pharmaceutical supervisor will facilitate the reception, handling, warehousing, dispatching and record keeping of all drugs stock in Juba 3 site, including tracking of GIKs received and track their utilization.

Essential Job duties / Scope of Work

- Receives and keeps record and tracks utilization of all drugs, medical consumables and equipment received for utilization in Juba 3 and tracks the consumption of these on a regular basis
- Responsible for the correct follow up and documentation of the tents in the drugs warehouse and the in/out flows of items from in the drugs warehouse and the in/out flow of items from/to warehouse
- In collaboration with the Field Logistics team, do drugs, medical consumables inventories in Juba 3 at least once every month and ensure inventories for each donor are done differently

- Prepares the shipments for all items leaving the main warehouse to the clinic/dispensary, ensure proper documentation (Waybills, packing lists) and that consumptions are tracked to ensure accountability
- Analyses the consumption of the drugs and medical consumables in stock and suggest the best time to prepare procurement orders based on consumptions.
- Tracks expiration dates of stock and inform supervisor 3 months in advance of any stock expiration date
- Makes sure the warehouse safety items are available in the warehouse in case of emergency (fire extinguishers and medical kit)
- Assists in dispensing medication to patients at the PHC clinic or the health post when the need arises
- Prepares daily consumption reports & inventory for drugs and medical consumables at regular intervals as agreed by the supervisor
- Regularly conducts inspection for quality risk factors that includes damage, spoilt and expired drugs including storage conditions, records, recording and stocks rotation (FIFO & FIFO)
- Timely requisition of drugs and supplies based on the forecasted consumption rates
- Any other task as assigned by the immediate supervisor

Personnel Qualifications

- A diploma in pharmacy or an equivalent qualification from a recognized institution
- Proven medical warehouse and pharmacy management experience
- Good computer skills including the use of MS Word and Excel
- Good command of both written and spoken English
- Good knowledge of Arabic language
- Must be South Sudanese National with proof of document
- Cooperative and high flexibility
- Ability to cope and overcome work related challenges
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

If you think you meet the above mentioned requirements, please submit a Cover letter indicating daytime contact numbers, Nonrefundable copies of Updated CV, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to skassim@internationalmedicalcorps.org Hand delivered applications should be submitted to the IMC Head Office at Plot No. 147 and 148, Block 3K South, Tongping Area, Next to China Juba People's Hospital along Bilfam-Muniki Road, Juba, Central Equatoria State, South Sudan. Closing date for all applications is October 28, 2016.

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

