



ICAP

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COLUMBIA UNIVERSITY
Mailman School of Public Health

50.11.3
Approved
A.M. ATLAS KHAD



POSITION DESCRIPTION

JOB TITLE: Pharmacy/Drug Dispensers (2)

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Juba Teaching Hospital and Yambio State Hospital

DIRECT REPORT: ART In Charges or his/her designee

ICAP IN SOUTH SUDAN

ICAP at Columbia University is an international NGO funded by PEPFAR through CDC. ICAP in South Sudan has partnered with the Ministry of Health-RSS to increase uptake and improve quality of HIV prevention, care and treatment services through technical assistance and capacity building.

OVERALL JOB FUNCTION:

The incumbent will serve as ART Pharmacy/Drug dispenser for ICAP supported facility. The Dispenser will serve and train under the immediate supervision of the ART In-charge or his/her designee.

DUTIES AND RESPONSIBILITIES:

1. Properly document all dispensed prescriptions/commodities onto the ART dispensing register
2. Keep documentation of all prescription slips
3. Participate in quarterly reporting and requisitioning of facility HIV commodities.
4. Participate in the monthly physical count and updating of all stock cards
5. Keep all commodities at appropriate storage conditions and shelving
6. Proper use and manage HIV commodities
7. Compile monthly Report and Requisition Forms in conjunction with Stores Personnel
8. Provide monthly updates to the clinical team on the stock levels, expiry and consumption rates



9. Keeping proper documentation and filing of all delivery documents, packing list and transportation
10. Perform QA/QC, on prescriptions and dispensed drugs to avoid errors in prescriptions.
11. Maintain a clean and safe working environment. The Pharmacy should be free of clutter and potential hazardous working conditions. All hazardous waste/ expired drugs should be disposed of in an appropriate manner.
12. Maintain all Pharmacy supply needs in coordination with the ART In-charge and Clinical Team
13. Perform any other duties as assigned.

Qualifications:

- Pharmacy Technician, Registered Nurse
- Ability to professionally communicate in writing and verbally or other means deemed appropriate.
- The incumbent will from time to time be required to lift some drug supplies to and from the Pharmacy to the required destination as he/she may be directed by his/her supervisors.
- 2 Years' experience in pharmacy related to HIV/AIDS drugs is preferable.
- Ability to work independently with strong problem-solving skills including the ability to foresee problems and initiate appropriate action.
- Flexible, excellent interpersonal and team building skills and ready to learn from others.
- Fluency in written and spoken English and two local languages in South Sudan.
- **This position is for South Sudanese nationals only.**

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

How to apply:

Please forward your resume or CV to icap-jobs-southsudan@columbia.edu Please indicate you are applying for the "Pharmacy/Drug Dispenser position and name of the location" in the subject line of your email. Or you can deliver your application and CV to ICAP office located next to **American Resident or Non-violence** office in Kololo.

Application Deadline is on Friday October 13, 2017

NB: Only those who are shortlisted will be contacted

