



IMA World Health



VACANCY ANNOUNCEMENT

POSITION TITLE: PHARMACY OFFICER- RAPID RESULTS HEALTH PROJECT (RRHP)

NUMBER OF VACANCIES: 01(ONE)

DUTY STATION: JUBA, SOUTH SUDAN

CONTRACT LENGTH: 6 MONTHS

REPORTS TO: Chief of Party, RRHP and Technical Advisor

Job Summary:

Responsible for the overall coordination of the importation, quality control verification, quantification, and stocking of pharmaceuticals and related projects. Requires active coordination with IMA, HQ based procurement team, pharmaceutical and equipment vendors, and Government of South Sudan for ordering, tracking, importation, stocking, and delivery of all such commodities. The Pharmacy Officer will have a key role overseeing the 'kitting' of over large orders of emergency and essential medicine kits for PHCCs and PHCUs health facilities in the former Upper Nile and Jonglei States. The Pharmacy Officer will work closely with the RRHP Logistics Coordinator and Pharmacy Assistant in maintaining strict warehouse records, entry and exit documents, and facilitating of shipping to counties in Upper Nile and Jonglei States.

Responsibilities:

For Existing Products

1. Establish and maintain a complete inventory of all pharmaceuticals and medical-related supplies and equipment in all IMA Stores (Central and Regional)
2. Establish and maintain a complete inventory of all pharmaceuticals from RRHP II (3 month Emergency and 6 month Essential Drug Supply) in MoH Central Medical Stores
3. Update inventory on a regular basis and generate a report for the Chief of Party at the end of each month.
4. Ensure that pharmaceuticals are kept in optimal conditions (off the ground, medicine in cool and well vented area, etc.).



5. Verify expiration date of all medical products and rotate stock according to dates.
6. Maintain cleanliness and orderliness in stores and warehouse.
7. Ensure security of stock and warehouse, limiting access to authorized persons only.

For Incoming Products

8. Facilitate tax exoneration, clearance and delivery of all pharmaceuticals and medical products.
9. Maintain a system of documents for items that come into the store (invoice, bill of lading, etc.) and a system for all items going out from the store (way bill).
10. Verify that all pharmaceuticals received by IMA have clearly labeled lot numbers and corresponding certificates of COA and GMP.
11. Coordinate "Kitting" of Emergency and Essential Drug Kits for PHCCs and PHCUs
 - a. Recruit and train day workers for kitting
 - b. Establish quantity of drugs per carton
 - c. Ensure Packaging (assemble cartons, plastic liners, and taping) of all kits
 - d. Ensure Labeling (PHCC vs PHCU, Contents and Dates)
12. Facilitate shipping of all products to counties and health facilities with assistance of Logistics Pharmacy Officer
13. Other tasks as requested by the IMA Senior Management Team through the Chief of Party.



Qualifications (Required):

1. Five or more years of Pharmacy and Logistics experience in a position with responsibility of monitoring and managing pharmaceuticals as well as preparing procurement plans and managing organizing procurement systems
2. BA/S or equivalent in Pharmaceutical Sciences or Similar Field. Preferred candidate is licensed pharmacist
3. Demonstrates experience and skill in ability to organize supply and distribution systems and find innovative solutions to complex problems under difficult conditions.
4. Must have strong English writing skills and analytical abilities.
5. Proficiency in Microsoft Office applications including MS Word, Excel and PowerPoint. Internet fluency a plus.
6. Willingness to support IMA World Health's Mission.
7. Position is open to South Sudanese nationals only.

Contact

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from the previous employer to:

The Human Resource Office IMA or e-mail jubahr@imaworldhealth.org, or hand delivered to the IMA Juba office in Nimra-Talata, Opposite Basketball stadium. Dateline for submission is Friday **12/5/2017 by 5pm Juba Time**

NB: Application received later than the dateline will not be shortlisted, **only shortlisted candidates will be contacted. Due to urgency of this vacancy announcement IMA reserve the right to fill this position prior to the closing date**

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