



CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

CARE South Sudan is looking for suitable South Sudanese candidates to fill the position of Pharmacy Assistant.

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|---------------------------------|----------------------------|
| Position: | Pharmacy Assistant |
| Department: | Health |
| Location: | Multiple |
| Reports to: | Clinical Officer in charge |
| Provides supervision to: | Dispenser |

Purpose of the position:

The pharmacy assistant will be responsible for managing drug store, managing the pharmacy, and providing drugs to meet patient prescription needs. His/ her duty is to ensure quality pharmacy services are delivered to patients in line with international standards.

Major Responsibilities: (please define in output format – 1-10 things of what you expect to see as a result of this position)

| Key Outputs/Responsibilities (Accountabilities and results) | | Weight (%) |
|--|--|---------------|
| 1. | Manage the drug and medical supplies store inventories | |
| 2. | Provide supply chain management services for drugs and medical supplies | |
| 3. | Forecast amount of drugs and medical supplies needed for facility operations and make requisitions accordingly | |
| 4. | Ensure all drugs and medical supplies stock levels are adequate for facility needs | |
| 5. | Ensure all stock documentation is up to date and provide reports as may be required | |
| 6. | Work with Dispenser to provide drugs to patients based on prescriptions | |
| 7. | Ensure prudent use of drugs and medical supplies in the facilities | |
| 8. | Attend all meetings and trainings as delegated | |
| 9. | Carry out any other task required | |
| Total | | 100 |

Qualifications: Education/Knowledge/Technical Skills and Experience

NB. These Adverts are pending funding and successful candidates shall only receive offers after successful approval of Funding.

| Key Outputs/Responsibilities (Accountabilities and results) | | Weight (%) |
|--|--|---------------|
| 1. | <p>Obtaining and conducting chemical analysis of tissues, blood and other bodily fluids in a safe and hygienic manner</p> <p>Using automatic or microscope analyzer, follow good laboratory housekeeping procedures for: collecting/receiving, processing and analyzing tissues, blood and other bodily fluids for the detection and presence of disease or abnormalities. Including but not limited to:</p> <ul style="list-style-type: none"> • Obtaining specimen, isolating, cultivating, and identifying microbes for analysis and examining cells stained with colour to determine and locate abnormalities. • Analyzing the results of tests to ensure consistency of specimen • Keeping all protective clothing, tools and equipment cleaned, stored and properly maintained and seeing to it that at the time of handling specimen, all necessary precaution is taken to avoid: <ul style="list-style-type: none"> ○ contamination of specimen ○ exposure to contaminated or infectious blood, bodily fluids or tissues and remember to use and maintain correct personal protective clothing and equipment such as head and eye protection, footwear, lab coats and gloves • Being aware of laboratory routine practices program that are place in the case of exposure to contaminated or infectious blood, bodily fluids or tissues and taking action appropriately in the case of exposure • Conducting accurately various complex and simple analytical tests on various samples • Recognizing erroneous outcomes and reporting immediately to accountable manager, and ensuring all sampling methodologies or processes used are well controlled and documented | |
| 2. | <p>Chemical usage and management</p> <p>To see to it that chemicals for laboratory use have valid use dates and are stored in appropriate containers and stored accordingly with only authorized individuals having access to storage and secured areas.</p> <ul style="list-style-type: none"> • On receiving chemicals, checks to make sure dates on packages/containers are valid. In the case where this is not the case, reject and report to accountable manager immediately • Ensuring proper labelling of all chemical and samples and making sure that all chemicals are used and stored according to manufacturer's instructions; and use chemicals in the smallest quantities practical • Following experimental procedures or standard formula, prepare standard volumetric reagents and solution for combining with samples • Using standard laboratory techniques, preparing serums and vaccines and testing for virus sterility and inactivity | |

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06 JUN 2018

NPA Building 3rd floor, Martyrs street
Juba - South Sudan
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The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- **Minimum Qualification required:** Secondary certificate with work experience with INGO /NGO in health facility managing drug store.
- **Experience:** Two years working in a Primary Care Centre.
- **Preferred:** Post-secondary certificate in pharmacy from a recognised institution with 1 year of work experience working in pharmacy.
- **Technical Skills & Abilities**
 - Interpersonal skills
 - Ability to work cooperatively with others in a team environment
 - Very good record keeping skills.
 - Excellent communication skills – written and oral English; ability to communicate in Arabic
 - Ability to work under pressure and in hash environment
 - Physically fit.

Key Relationship:

- Patients.
- Patients care takers (Co-patients).
- Health Facility in charges.

Working Environment / Conditions:

- Work environment: Field-based

HOW TO APPLY

This position is **ONLY** open to South Sudanese Nationals.

Closing date for receiving application will be **25th June 2018**. **Office Location.** The office is located at NPA Building,3rd floor, Martyrs Street Juba opposite UNICEF Offices

Applications and CVs should be sent by **Email** to: hrjuba@ss.care.org or Hand delivery to: **Care South Sudan Juba Office or other Care – sub offices.**

Care is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.



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