

Pharmaceutical Officer AAH-I South Sudan

Work Location: Juba , Jubek State

About Action Africa Help International

AAH-I, an international non-profit make agency that implements humanitarian relief, recovery and development projects in Africa. AAH-I I is seeking a qualified candidate to fill the position of Pharmaceutical Officer to be based in Juba Office. The Pharmaceutical Officer to ensure the effective management of medical drugs and supplies provided by UNHCR in Juba South Sudan. This includes ensuring availability of current inventory of supplies at the warehouse, tracking the utilization rates among implementing partners and ensuring there are no stock outs in all locations. Working under the Action Africa Help International (AAH-I) management, the Pharmaceuticals and Medical Supplies Officer will work closely with the UNHCR Public Health officer in Juba to ensure the efficient and rational storage and management of UNHCR procured and/or donate pharmaceuticals, medical, and nutrition supplies Under the leadership of the AAH-I Warehouse Manager and in close collaboration with UNHCR Public Health officer and in collaboration with the Logistics and Supplies Unit, receive all medical supplies/equipment procured (locally or internationally), verify goods received against waybills/receipts, ensure appropriate storage and follow up on any discrepancies. Supervise the appropriate packaging of drugs and medical supplies leaving the stores for distribution to other storage facilities and partner health facilities. At all times, maintain an updated inventory of all medical supplies/equipment at all AAH-I/UNHCR warehouses. Through regular inspection, monitor drugs usage and appropriate storage in partner storage facilities and clinics, including cold chain management and record keeping. In close collaboration with the UNHCR Public Health officer receive and document drugs/medical supplies order request from partners and ensure their timely orders and delivery. Dispatch orders made by the partners, and do follow-up ensuring they are properly documented, including updating of stock cards and preparation of packing lists. Conduct physical stock checks and providing monthly stock reports to the AAH-I Warehouse Manager and UNHCR public health officer. Provide support to public health officer in collecting drugs consumption information from partners. Regularly conduct inspection for quality risk factors that include damage, spoilt, and expired drugs, including storage conditions, records, re-ordering, stock rotation [FIFO], and safety. Contribute to building the capacity of the MoH and partners on overall pharmaceutical management. Make timely requisition of drugs and supply based on the forecasted consumption rate. Lead and participate in the committee during disposal of expired and damaged drugs safely and timely.

Qualification and Experience

- Diploma in Pharmacy from a recognised institution
 - Proven warehouse management practical experience.
 - Computer literacy, including the use of MS Word and Excel.
 - Highly organized professional with good attention to details.
 - At least 1-3 years experience in similar position.
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Application Instructions

Interested candidates should email application letters and CVs (with 3 referees) addressed to recruitss@actionafricahelp.org to be received by August 12, 2017 at 4:00 P.M The email Subject Line must show the job title of the position applied for AAHI is an equal-opportunity employer.