

world relief™



Vacancy Announcement:

World Relief is an International Non-Governmental Christian Humanitarian and Development Organization. The Organization has been providing humanitarian assistance to the vulnerable population of South Sudan since 1998.

World Relief South Sudan is looking for a suitable **South Sudanese National** to fill in the below position:

TITLE OF POSITION: Pharmaceutical Technologist

IMMEDIATE SUPERVISOR: Senior Health and Nutrition Program Manager

LOCATION: Juba, rooving in all counties supported by WR

Job Summary:

Support primary healthcare service and Community based health services provision through optimization of drugs and other medical supplies management. This includes implementation and enforcement of policies and procedures, supervision and training of staff, inventory management, quality assurance and regulatory compliance. In consultation with Senior Health and Nutrition Program Manager and logistic coordinator, the pharmacist will facilitate the reception, handling, and warehousing, dispatching and record keeping of all drugs stock in Juba, including tracking of GIKs received and track their utilization.

Specific Duties and Responsibilities:

1. Receives and keeps record and tracks utilization of all drugs, medicine consumables and equipment received in Juba for utilization and tracks the consumption and these on a regular basis.
2. Responsible for the correct follow up and documentation of the items in the drugs warehouse and the in/out flows of items from and in the drugs.
3. Set-up and monitor a simple system to ensure that the suitable equipment and procedures are properly utilized;
4. Set-up and monitor a simple system to organize prompt distribution of drugs in collaboration with the Log Coordinator.
5. Set-up a system to ensure regular and appropriate use of the pharmaceutical management information system tools (inventory records, stock cards, delivery notes, computer tools etc.) in all supported health facilities;
6. In collaboration with the logistic team, do drugs, medical consumables inventories in Juba office at least once every month and ensure inventories for each donor are done differently.
7. Conduct regular inspection for quality risk factors that includes damages , spoilt and expired drugs including storage conditions records, recording and stocks rotation(FIFO and LIFO)
8. Prepares the shipments for all items leaving the main warehouse the project site(counties), ensuring proper documentation(Waybills and packing lists) and that consumption are track to ensure accountability
9. Analyses the consumption of the drugs and medical consumable in stock and suggest the best time to prepare procumbent orders base on the consumption



10. Prepares daily consumption report and inventory for drugs and medical consumables at regular intervals as agreed by the supervisor.
11. Makes sure the warehouse safety items are available in the warehouse in case of emergency (fire extinguishers' and medical kits)
12. Track expire dates of stock and inform supervisor three months in advance of any stock expiration date.
13. Provide technical advice to key county health program staff in pharmacy management; including estimation, forecasting, stock management in healthcare facilities, good dispensary management, controlled drug management, sharps management.
14. Support the Health team in data analysis to optimize the management of drugs and medical supplies (needs assessment, purchase, control, supply, consumption, rational use, cold chain, expiry dates, overstock/shortage etc.);
15. In collaboration with the Health Coordinator, set-up a system to ensure the regular supportive supervision to review the stock management process at the health facility level, providing guidance for quality improvement and develop SOP if needed;
16. Support and guide the Health team and logistics in the planning and purchase of drugs, consumables and equipment, in accordance with MOH guidelines and protocols;
17. Provide training and technical support to the supported health facilities staff to ensure the proper stock, management, order and reporting of pharmaceutical supplies;
18. Analyzes and recommends loss prevention procedures and assures proper implementation of internal controls through the set-up and monitoring of regularly scheduled inventories and checks, pharmacy security procedures and joint mini-audits;
19. In collaboration with the Health Coordinator staff, support HF pharmacy technicians, assistants and dispensers; in precise filing of pharmaceutical tools and keeping of records in relation to medications utilization by patients;
20. Ad-hoc monitoring missions to the clinics and Facilities drug stores, giving technical guidance on store management and supplies security.
21. Compilation and submission of Pharmaceutical Information Management System reports on weekly and monthly basis
22. Perform any other duties as requested by the immediate supervisor

Qualifications and Experience:

(Education and experience)

a) Bachelor's degree / Diploma in Pharmacy. b) Be a holder of a valid Practicing Certificate, with at least 3 years of experience. c) Two years working for a recognized institution or NGO in relevant position. d) Experience in applying nationally and internationally accepted protocols and guidelines. e) Previous professional experience working for a recognized institution in primary health care in South Sudan is an advantage f) Ability to prepare clear and concise reports, supervise staff and coordinate activities. g) Basic knowledge of MS Office specifically EXCEL. h) Registered with Pharmacy and poisons board i) A Diploma in Clinical Medicine or Nursing with strong Pharmaceutical experience might be considered in lieu of Bachelor / Diploma in Pharmacy.



Competencies

Behavioral

a) Good communication skills and interpersonal and human relation skills. b) Honesty, trustworthy and able to keep confidentiality. c) Strong motivation to support patients. d) personal commitment, drive for results, efficiency, flexibility, respect for diversity, takes responsibility and manages constructive criticism; e) Effectively applies knowledge of health issues in execution of responsibilities at appropriate level; f) promotes continuous learning, communicates clearly; g) takes initiative and drives high levels of performance management; h) plans work, and sets goals within area of responsibility; i) displays mastery of subject matter; j) contributes to a collegial team environment; k) incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation; l) displays awareness of relevant technological solutions; m) works with internal stakeholders to meet resource needs of WR. n) Ability to work independently with minimum supervision. o) Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.

Technical

Executes tasks in a timely and accurate manner; b) coordinates and corresponds in a clear and concise manner; c) follows up tasks to ensure timely completion; d) seeks to improve efficiency of emergency health processes.

Languages: Thorough knowledge of English and working knowledge of local languages essential.

Applications Procedures:

- Application letter, expressing your motivation for the position you are applying;
- Current CVs, copies of diplomas or certificates, including nationality certificates
- List of three former Supervisors who can serve as job references one of whom should be from the church with the **valid email address and contact numbers.**

Interested candidates should submit the above requirements to the HR & Administration Manager, World Relief email WRSSrecruitment@wr.org, and hand delivery to World Relief Office located at Hai Cinema **not later than 7th June 2017 at 5:00pm**, include job title in the subject line of the email.

Applications will be reviewed as they are being received and only the shortlisted candidates will be contacted.

