**VACANCY ANNUONCMENT**

**Job Title**: Pharmacy Dispenser

**Location:** Maban,

**Reports to:** Health and Nutrition Officer

**Start Date:** ASAP

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| **About RI:** | Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.  Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them. |

**GENERAL RESPONSIBILITIES**

**To uphold internal values and to contribute to the wellbeing of the team as an active member.   
Medical / Technical**  
- Accurately dispense medications from the pharmacy to the correct patient, with the correct medication/dose/route/frequency  
- Check that doses prescribed are correct to guidelines and inform Clinic in Charge of any discrepancies  
- Ensure medication is correctly and clearly marked  
- Clearly and accurately explain the dosage to the patient and ensure they can repeat the instructions correctly.  
- Supervise the administration of the first dose of antibiotics, antimalarial, or any other drugs as requested by the Clinical Officer  
- Explain possible side effects of the medication and when to seek medical advice  
- Ensure the pharmacy is locked securely if no staff is present.  
- Ensure the pharmacy and equipment is clean at all times  
- Ensure all medications are kept in proper conditions and are used within expiry dates  
- Rotate to various clinical sites per operational needs

**Administrative (in coordination with the Dispenser)**   
- Ensure adequate stock of medications and supplies  
- Liaise with clinic staff to compile a single stock request and inventory weekly for the clinic  
- Ensure weekly consumption report is completed and submitted  
- Accurately track the dispensing of all medications  
 \*\* Other duties as requested by line manager

**QUALIFICATIONS AND JOB REQUIREMENTS**

* Diploma or certificate course in pharmacy
* At least 1 year experience working in Health and Nutrition program / health facility set up – clinic or hospital.
* Fluent in written and spoken English.
* Fluent in Arabic and at least a local language
* Self-motivated with a desire to serve
* Positive attitude
* Experience working in refugee settings in South Sudan
* Respective towards other cultures
* Good interpersonal skills and ability to establish relationships fast.
* Previous experience working in a multi-cultural set up an added advantage.
* Attention to detail and results-oriented approach
* Excellent interpersonal and communication skills
* Excellent organization skills and ability to multi-task

We would like to share Relief International's Values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

* Inclusiveness
* Transparency and Accountability
* Agility and Innovation
* Collaboration
* Sustainability

**HOW TO APPLY:**

Submit your applications letter include updated CV, copy of National ID Card, Academic documents and should be delivered to the Relief Intentional office in the following Locations:

**Juba -** Tongping Road, Behind US Embassy residence - Juba

**Gentil -** Gentil Office is Located in Southwest Maban County-Road to Jamam, next toGentil Hospital

**Bunj -** Bunj Office is located in Northeast Maban County

OR

Send your application via Email to: [recruitments@ri.org](mailto:recruitments@ri.org)

All applicants will be required to register their names and the position they applied for when submitting the applications at the different offices.

**Deadline: November 17, 2017 at 5 pm.**

Only shortlisted applicants will be contacted.