

Approved
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INTERNATIONAL MEDICAL CORPS

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JOB VACANCY ~~RE~~-ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Pharmacy Assistant (1 Position)
Country Program:	South Sudan
Location of Position:	Wau IDP
Position Opened for:	South Sudanese only
Desired Start Date:	15th September 2021
Advertised date	16th August 2021
Closing Date for Applications:	2nd September 2021

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Essential Job duties / Scope of Work:

- Manage, train, and support local counterparts in the daily pharmacy activities.
- Responsible for the day to day management of the pharmacy.
- Capacity building for the staff working at the pharmacy.
- Ensure that the Dispensed drugs are accordingly clinician's prescription.

- Ensure that daily consumption tally sheet is track accordingly and compile them in weekly and monthly sheet consumption.
- Ensure that dispenser is Indicating to the patients the correct way of taking the medicine prescribed by the clinician.
- To do a weekly physical inventory in the Clinic pharmacy.
- Based in the weekly physical inventory to make weekly pharmacy request.
- To be alert and report immediately to the supervisor unusual pharmacy consumption.
- Packaging of drugs.
- Ensure that registers and other patient's records are up to date and properly kept.
- Support M&E team for daily weekly information collection success stories and when required.
- Keep record of GIO, Waybills, GRN documents for all medical supplies related.
- Ensure supplies for smooth running of pharmacy activities such as register books, stationeries are always available at the pharmacy and request for re-stocking is made well in advance.
- Recognize and work within own competence and professional code of conduct.
- **Ensure** that all areas of work are clean and all necessary items used in maintaining hygiene are available (order in time).
- Any other duties as will be assigned by supervisors

COMMUNICATION AND TEAMWORK:

- Ensure good communication with peers and donor's representatives including vendor Transporters
- Facilitate harmonious working relationship with partners, beneficiaries and other stakeholders.
- Report problems encountered in the warehouse or within the team to the Supervisor
- Propose solution to solve any problem faced and report them to the Supervisor
- Participate actively in regular staff and program meetings
- Prepare weekly team's work schedule.
- Activity promote PSEA (Prevention of Sexual Exploitation and Abuse) Standards within IMC and amongst beneficiaries served by International Medical Corps.

COMPLIANCE AND ETHICS:

- Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.



- Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization, which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award.
- IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be apply for violations of such standards by IMC officers, employees, or agents.

WORKING RELATIONSHIPS:

- Proactively engage with your supervisor, and key staff Program, Logistics and procurement and HR/Admin on all matters to ensure that programmatic and project planning incorporates sufficient funding for warehouse requirements and assets.
- Proactively engage on a regular basis with Split based Finance Desk Officer to ensure appropriate links and coordination support.

Personnel Qualifications (special training/experience required) provide 6-7 requirements

- Degree/Diploma in pharmacy from recognized institution.
- Previous experience within humanitarian aid organization, particular working in primary health care program.
- Ability to work with displaced communities withy diverse cultural and ethnic.
- Good in communication skill both oral and written in English and Arabic.
- Minimum of 2-3 years of relevant experience.

COMPETENCIES REQUIRMENTS:

- Good understanding of supply chain activities, donor rules and guidelines
- Good organizational, forecasting and planning skills with the ability to review establish and implement effective warehouse management systems.
- An understanding of requirements of a rapid response emergency operation.
- Attention to details and excellent numeracy.
- Diplomacy, agile, tact and communication and negotiation skills.
- Fluent spoken and written English and Juba Arabic local dialects
- Flexibility, adaptability to work under tight deadlines and pressure.

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