



INTERNATIONAL MEDICAL CORPS

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Approved
26 NOV 2020
JUBA

JOB VACANCY ADVERTISEMENT

Job Title:	Pharmacy Officer (1)
Country Program:	South Sudan
Location of Position:	Juba POC
Position Opened for:	South Sudanese only
Desired Start Date:	ASAP
Advertised date	November 27th , 2020
\Closing Date for Applications	December 17th , 2020

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 (provide at least 6-7 bullet points):

1. Receive and verify medical/nutrition supplies as per policy and procedure
2. Maintain inventory of Health Facility pharmaceutical and buffer stocks
3. Ensure maintenance of drug shelf-life temperature control and maintain the temperature control record/logbook
4. Ensure that drugs are received and stored in an appropriate manner in accordance with the manufacturers' instructions and in safe place
5. Handle controlled drugs separately and keep record
6. Operate efficient stock control appropriate to the needs of the dispensary with the objective of ensuring continuity of supply for patients and minimizing wastage
7. Issue stock items as per requirements
8. Liaise with Health & Nutrition team (where applicable) and patients to obtain correct prescription information
9. Update and maintain the pharmacy with bin cards and stock cards management
10. Clean work surfaces and shelves on a regular basis and ensuring that Pharmacy is kept clean and in good working order
11. Give patients medications as directed by the clinicians
12. Dispense prescription medications and other medical products to the patients
13. Count pills, labels the medicines to be ready for patients



14. Gather, organizes and assesses patient's information
15. Give health education/dose information to patient on important of rationale use of drugs
16. Deal with queries from patients regarding their prescriptions
17. Assist in stock checks
18. Assist in predation daily and weekly consumption reports and submit the requirements at least one month ahead before stock outs
19. Support M&E team for daily/weekly information collection/ success stories as and when required
20. Promote good working relationship with beneficiaries and staff COVID-19 facility/IDU through respecting individual rights
21. Implement any other duty requested by the direct supervisor

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

- Higher Diploma in pharmacy or any related field
- Extensive knowledge of pharmacy work
- Computer skills including the spreadsheet and word-processing programs.
- Two years of experience at least in the same field
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, senior staff members, external partners and donors
- Expert level written and verbal communication skills.

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

If you meet the above mentioned requirements, please submit a Cover letter indicating daytime, contact numbers, copies of Updated CV, South Sudanese National ID addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to

SS-Recruiting@internationalmedicalcorps.org and hand delivered applications should be submitted to Juba Head Office. Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria

NB: Please indicate the title of the position that you are applying for on your application envelope.

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

