



## JOB VACANCY

**Vacancy NO.** Renk- PS-2024 -02- 12- 234N

**Job Title:** Pharmacy Supervisor (1 post)

**Location:** Renk

**Reports to:** Emergency team leader with Dotted lines to the Roving Lot Pharmacist

**Status:** Non- relocatable

**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.

### Overview of this Role:

This position will oversee Pharmaceutical and Medical supply chain at the field level while ensuring rationale use of medicines with the emergency response. Importantly he/she will be able to maintain proper records of medicals supplies received from various donors supporting the response and provide full accountability on their consumption

### RESPONSIBILITIES /DUTIES

- To uphold internal values and to contribute to the wellbeing of the team as an active member.
- Supervise all dispensers and ensure that medicines are dispensed appropriately observing all the RIGHTS of rationale prescription.
- Update the clinical team on availability, near expiries and stockout of medical supplies with recommended alternatives regularly
- Keep proper records of all medical supplies received by donor
- Compiles all the consumption report and share with the Lot pharmacist for review
- Prepares and issues all the requests for medicines made by the clinical team.



- Check that doses prescribed are correct to guidelines and inform Clinic in Charge of any discrepancies
- Liaise with the logistic officer to complete month GIK reports for the County.
- Ensure medication is correctly and clearly marked
- Ensure the pharmacy is locked securely if no staff is present.
- Ensure the pharmacy and equipment are clean and that medicines are arranged in FEFO and FIFO criteria.
- Ensure all medications are kept in proper conditions and are used within expiry dates where feasible support to rotate supplies between facilities and projects.
- 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 in pharmacy, Diploma in Nursing and clinical medicine with experience in managing medical supply chain can be considered.
- 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
- Experience working in refugee settings in South Sudan
- Previous experience working in a multi-cultural set up an added advantage.
- Excellent interpersonal and communication skills

**Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.**

**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



## APPLICATION SUBMISSION CRITERIA

### HOW TO APPLY:

- Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope or email clearly marked with the **With the Vacancy number.** to Relief International office in **Renk, any RI Office** or by Email to; **recruitments@ri.org**
- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (**On rolling basis**)
- **Deadline: 28<sup>th</sup> February 2024-4:30 pm SSD local time**
- Only shortlisted applicants will be contacted