

JOB ADVERTISEMENT

POSITION: PHARMACEUTICAL ASSISTANT

LOCATION: GANYIEL, PANYIJAR COUNTY

Job summary (Job Description)

The pharmaceutical assistant will coordinate and perform pharmaceutical tasks and activities in the health center. Depending on the area of responsibility the assistant will inspect the quality of drugs and other healthcare supplies received at the facility, ensure compliance with legal and medical requirements concerning storage of these goods, especially controlled drugs, products, dangerous goods and cold chain items, and ensure compliance with Good Distribution Practices and report frequently and directly to the clinical officer in charge of the health center.

Duties and Responsibilities

- Works closely with the clinical officer to support medical and drug needs at the facility.
- Keep track of medical stocks and drugs.
- Maintains contact with the head office and the county health department on drug and medical supplies requirements.
- Support the clinical officer in ordering, storage, inventory and monitoring of medical stocks.
- Prepare requisition orders and receive stock.
- Organize and ensure that all items required for medical procedures are available at the center.
- Monitor drug consumption, hygiene supplies and equipment allocated to CH.
- Initiate the drug request or supplies based on the monthly impress in collaboration with the clinical officer and submit to the head office.
- Do the monthly inventory of all supplies allocated to CH
- Maintain a clean pharmaceutical store.
- Participate in the contingency plan of CH.
- Maintains an inventory of all surgical instruments, equipment, drugs, and other medical supplies, and make requests for new ones

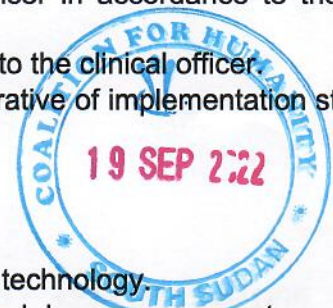
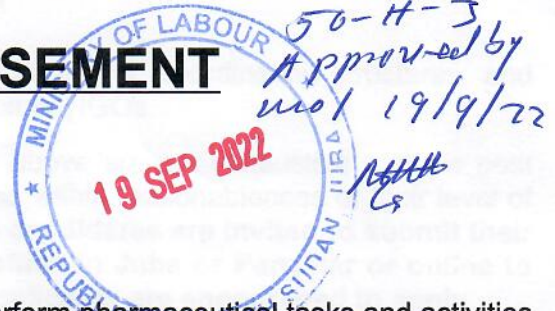
Project Reporting

- Provide regular and timely updates to the clinical officer in accordance to the set reporting timelines.
- Ensure preparation and submission of weekly updates to the clinical officer.
- Contribute to preparation of internal project activity narrative of implementation status as required by the project donors.

Person Specifications

a) Education and Experience

- A diploma or certificate in pharmacy or pharmaceutical technology.
- Minimum 2 years of proven experience in dispensing and drug management



- Excellent writing and reporting skills.

b) Behavioral Competencies

- Flexibility in approach and an ability to adapt to varying demands and work hours
- Ability to identify problems and resolve them
- Ability to work with minimal supervision
- Proficient skills and experience in working with MS Office
- Ability to work well with a cross-cultural team
- Fluent in the local language
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs.

NB. The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. **Interested South Sudanese candidates are invited to submit their application letter and a detailed CV to the CH office in Juba or Panyijiar or online to jobs@ch-ssd.org by 7th October 2022. Female applicants are encouraged to apply.**



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