

**VACCANCY ANNOUCEMENT FOR THE POSITION OF PHARMACEUTICAL
ASSISTANT / DISPENSER**

About Coalition for Humanity.

Coalition for Humanity (CH) is a humanitarian and development NGO registered in South Sudan with experience in implementing humanitarian and resilience projects. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. Coalition for Humanity has its headquarters in Juba but with presence in the Upper Nile counties of Malakal, Renk, Longechuk, Maiwut. CH operates in Jonglei State with presence in Ayod, and Fangak counties and Unity State with field offices in Leer, Panyijiar, Mayendit, Koch, Rubkona and Mayom counties. It also has an operational presence in the Ruweng Administrative Area with field offices in Pariang and in Greater Pibor Administrative area with field office in Pochalla County. Coalition for Humanity seeks to recruit the below position;

Position Description.

Job title: Pharmaceutical Assistant / Dispenser

Job Location: Mayendit County- Unity State

Reports to: Clinical Officer

Job Summary

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.

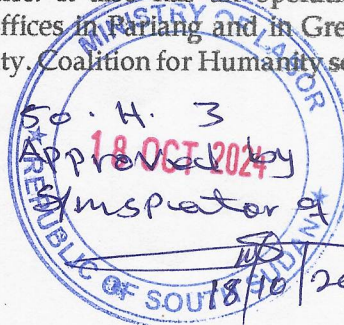
Key Responsibilities

- 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.

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- 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 specification

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.

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 unsupervised
- Proficient skills and experience in working with MS Office
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently
- Ability to work well with a cross-cultural team
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs.

Coalition for Humanity has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

Disclaimer: The above job description and job specification are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

Interested Applicants are invited to submit their Application letter and latest CV including three referees, Nationality ID and Academic documents/ testimonials in one PDF file via email to jobs@ch-int.org or hand deliver hardcopies to any of our field offices accessible to you. Clearly indicate the position you applying for in the email Subject. The Deadline for application is 07th November 2024.

