

Approved  
SMOLIP/HR/20/073



CONCERN  
worldwide

**VACANCY ANNOUNCEMENT  
PHARMACIST (H & N)**

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **Pharmacist (H&N)** to be based in **Guit County, Unity State**.

**Job Purpose:**

Ensure the proper general functioning of the base pharmacy and ensure general functioning and supervision of the pharmaceutical and nutritional supply chain processes in accordance with Concern's standards, national and the donor's guideline, in order to ensure its efficiency and operating availability.

**Main Duties & Responsibilities:**

- Define storage, stock management and supply processes, as well as hygiene and security procedures, tools and protocols (controlling pests and rodents), implementing appropriate quality controls and records, in order to ensure good storage conditions (temperatures, humidity, and light exposure) and availability of drugs and medical material. This will be according to concern protocols, national regulations, and cooperation with the logistics department
- Coordinate the delivery, reception, and recording of international and local orders, in close coordination with the logistics department, updating stock files and informing line managers on their status( short falls, over-stocking, expiry), in order to permanently ensure security stock levels and ensure efficient management of stock
- Supervise orders of medical and drug materials in order to ensure an efficient and appropriate consumption pattern under budget constraints
- Prepare medication supplies and packaging for daily outreach and health facility activities
- Supervise the supply of drugs to patients, according to medical prescription, informing them on consumption patterns and keeping conditions in order to ensure their therapeutic progression
- Supervise, With the HR department, associated processes (sizing, staff shifts, training, development and internal/external communication) of the pharmaceutical team and the clinical staff, in order to ensure both sizing and the amount of knowledge required and to improve their dispensing capabilities
- Report on drug consumptions and medical equipment dispensed according to protocols, informing on unusual patterns as well as forecasting future needs, in order to rationalize the budget and to ensure availability.
- Record all items received and issued
- Assist in capacity building and training of nursing/dispensing staff regarding dispensing of drugs and their side effects
- Provide supportive supervision by attending mobile outreach for a minimum of one day per week.
- Ensure all expenditures are authorized and spent in accordance with Concern's internal procedures.
- Ensure the allocated budget is utilized effectively and any necessary adjustments are requested in a timely manner
- Participate in complaint response mechanism at mobile sites, static health facilities and in office and streamline gender related issues at all mobile and health facility sites
- Perform any other tasks within the scope of this role, as directed by line managers and according to the needs of the mobile and health facility team
- Ensure the highest stands of accountability through ensuring good communication and information sharing within and outside the organization

**Other:**





- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc).
- Contribute to ongoing security management and planning as necessary
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one)
- Undertake other related duties as may reasonably be assigned by the Country Director or the line manager

### Concern Code of Conduct and Associated Policies

To adhere to, support and promote the standards outlined in the Concern's Code of Conduct and its Associated Policies and be committed to providing a safe working environment.

### Emergency response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

### Qualifications - Education/Training/Experience

- Degree / Diploma in Pharmacy Management or related studies
- 3-5 years certified work in experience as a pharmacy manager, or similar role
- Strong pharmaceutical technical skill set (theoretical and practical)
- Strong understanding and implementation of medical ethics
- Adaptable, flexible, and mature in judgement
- Gender and socio-cultural sensitivity
- High quality written and verbal communication skills
- The ability to work effectively and harmoniously in a team with colleagues from diverse backgrounds
- Ability to work with minimal supervision, under pressure, and for long hours
- Willingness to travel, work in difficult settings, and remain in the field for extended periods
- Good attention to detail and demonstrated ability to deliver on work objectives to a high quality

### Key competencies:

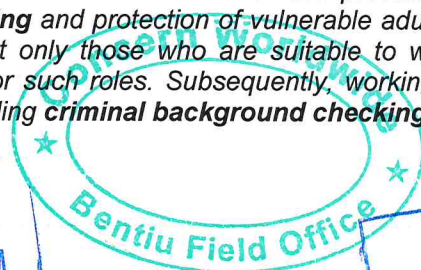
- Proven capacity to work in a team
- Strong communicator
- Willingness to be respectful, kind, sensitive and empathetic to all beneficiaries, carers, and community members
- Ability to solve problems and make decisions
- Fluency in English and local languages
- Basic computer skills including Word and Excel



### Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC)** with three **Associated Policies**; the **Programme Participant Protection Policy (P4)**, the **Child Safeguarding Policy** and the **Anti-Trafficking in Persons Policy**. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

### How to apply:



1. Interested South Sudanese applicants who meet the above requirements should submit their **applications, Updated CVs** of not more than 3 pages, **copies of their nationality ID, educational certificates** and **Labour Card** in a sealed envelope addressed to: Human resources department at Bentiu Field Office located in IDP Camp-Logbase, and Juba head office located along the Airport Road, opposite to Ebony Bank or email to [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net) not later than **11<sup>th</sup> April 2023**.
2. *Do complete the summary profile and criminal background check forms when submitting your application.*

**CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.  
WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION.  
WE CELEBRATE DIVERSITY!**

