



Job Purpose: This position will be responsible for dispensing prescribed medications to patients at Gumuruk PHCU, as well as giving health education to all patients receiving medicines to ensure correct understanding. Additional responsibilities include stock management of medicines, keeping accurate records, and completing weekly and monthly reports and drug orders to avoid stock outs.

Clinical Duties

- Provide drugs to all patients as prescribed by consultation staff.
- Refer patients with errors in the prescription back to the consultation staff;
- Ensure correct dosing and quantities are dispensed to all patients;
- Ensure drug dispensed to not reach the expiry date before the end of the treatment course.
- Give health education to all patients receiving drugs, ensuring correct understanding of the route to administer the medication, the doses, and the number of times a day.
- Ensure accurate record keeping in OPD cards, register books, and tally sheets.
- Compile weekly and monthly reports as per Medair and MoH requirements.
- Ensure all drugs and other items are correctly stored.
- Ensure all stock is correctly recorded on stock cards and ensure daily physical counts are carried out for all supplies.
- Compile and submit weekly request for medicines and other items for distribution so that there is no stock out in the medical and nutrition supplies;
- Follow COVID-19 prevention measures at all time, including social distancing, use of face masks, and regular handwashing. Ensure patients adhere to COVID-19 prevention measures within the pharmacy area.

Other

- Assist with any other duties which are reasonably requested by other clinic staff and the Medair Health Manager.
- Ensure high quality of service provision and adhere to Medair's core values at all times.

Person Specifications

Essential

- Community Health Worker, Nurse, or other health related education
- 2 years clinical work experience.
- Fluent in written and spoken English
- Fluent in spoken local language
- Good interpersonal skills
- Good interpersonal skills Self-motivated and Desire to serve the community.

Desirable

- 1-year previous work experience with an NGO
- Ability to speak Arabic
- Experience in drug dispensing
- Keeps a positive attitude in difficult situations

Applications deadline: 28th April 2021.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position **to: Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping or : Medair office in Pibor inside Plan International Compound** or e-mail: recruitment-sds@medair.org. **Due to the Urgency of this role we will be shortlisting applicants on daily basis and might offer the role before the closing deadline.**