



VACANCY ANNOUNCEMENT

Job Title: Senior Pharmacist
Number of Post One (1)
Band /Level /Grade: 8A
Department: Health
Location: Ajuong Thok
Overtime Eligible: N/A
Date of Issue: Friday, 22nd April 2022



Background/IRC Summary:

The International Rescue Committee as one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 Countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9th July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr El Ghazal, Lakes, Unity and Central Equatoria States. IRC South Sudan program is currently seeking qualified candidates to fill the above vacant position.

Job Summary:

As the technical lead on pharmaceutical management, the position will be responsible for all aspects of pharmaceutical supplies management for the Ajuong Thok IRC field office. This includes forecasting and requisition, supplies management, distribution planning, quality assurance, warehouse management and reporting.

Major Responsibilities/Duties:

- Make effective use and improve on existing procedures and guidelines for forecasting, storage, stock management and distribution
- Ensure all pharmacy staff understand the principles of patient care, infection prevention and control and safety progress.
- Ensure prescription, administration, cold chain management, controlled substances management and disposal of expired medical supplies is well managed and handled according to national and international standards
- Monitor stock management and effect stock rotation principles of FEFO/FIFO. Regularly update the list of near expiration commodities to share with prescribers and ensure utilization of commodities
- Keep good records of all supplies in stock using warehouse tools, ensure all stock records are regularly updated.
- Liaise with health manager and program teams as well as supply chain and logistics team to ensure bidirectional communication, coordination, and effective planning to mitigate stock outs.
- Update and provide regular consumption reports, stock checks and supply requests.
- Manage and ensure regular cold chain monitoring and management raising concerns to the health manager to ensure all disruptions are reported on time and managed adequately
- Monitor and support drugs management at supported health facilities including standardizing and regularization of orders, requisitions, reporting and pharmaceutical handling
- Conduct scheduled physical stock counts and verifications and reporting regularly to the County Pharmacist.
- Conduct monthly cycle count, and inventory drugs, supplies, equipment and report to the health manager and supply chain team.
- Ensure and capacity build health providers on rationale prescription and use of drugs and medical supplies through regular capacity building sessions.
- Keep the store clean, dry, and regularly monitor and chart the store temperature
- Applies Good Distribution Practices (GDPs) for pharmaceutical products at storage level, and good dispensing practices in end user units including document verification, transportation and storage, quality assurance of commodities and disposal and returns.



Key Working Relationships

- **Position Reports to:** Health Manager
- **Position directly supervises:** Pharmacy assistants and Dispensers.
- **Other Internal external contacts:** Country Pharmacist, Supply chain Manager, Field Coordinator.
- **External contacts:** Donors, NGOs and INGOs.

Qualifications, Skills, and Experience:

Education: Degree or Diploma in pharmacy from a recognized institution is preferred.

Work Experience

- 2-3 years' experience in direct pharmaceutical management with a recognized organization.
- Previous experience in medical commodities management in emergency setting is an added advantage.
- Previous experience supervising and managing staff.
- Demonstrated experience in capacity building and mentoring; including ability to lead, train, supervises, facilitates, and motivates staff in their respective tasks in a professional, respectful, and supportive manner.
- Knowledge, skills, and experience in pharmaceutical management.
- Proven experience in implementing pharmaceutical management program in line with best practices, including designing /developing training modules.

Demonstrated Skills and Competencies.

- Excellent listening and observation skills, including ability to create trust, support, respect and interact with beneficiaries of all ages, background, and diversity
- Demonstrated leadership, communication, and facilitation skills.
- Ability to write reports in English required
- Good coordination and networking skills.
- Excellent interpersonal, problem-solving skills and flexibility.
- Excellent computer skills: MS Word, Excel, PowerPoint, and email.
- High problem-solving skills and conflict resolution.
- Prioritize work under pressure and in difficult setting.
- Positive and professional attitude
- Meet deadlines and high flexibility of working hours.
- Fluency in English is required, with Arabic speaking is a plus.



Compliance: Ensure that all activities respect the principle of confidentiality and that all incidents reported to IRC are handled with due regards to protection principles. Ensure adherence to IRC-South Sudan specific finance, logistics, IT, security, communications and human resources/administration policies and procedures. Incorporate and comply with new procedures and guidelines designated in circulars from Country Director. Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members. Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers. Ensure compliance of IRC's Child Safeguarding policy in all IRC activities and report any violations observed or reported through the necessary channels immediately.

Confidentiality: Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Professional Standards: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation, Combating Trafficking in Persons, and several others.

Gender Equity: IRC is committed to narrowing the gender gap and leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender sensitive security protocols and other supportive benefits and allowance.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS.**

How to Apply: Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID** and **day time telephone contact** address it to the **Human resources Department**, IRC South Sudan and you can delivered your Application to **IRC Head office in Juba Goshen House**, or field office in **Jamjang**, or you can e-mail your applications to SS-HR@rescue.org Deadline for submission **Wednesday 11th May 2022** before **5:00PM** Central African Time.

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process.

PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email)

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY



Review by RRC

Approved by Labour and public service

human resource development

