

50-H-3  
Approved  
Mol 10/1/23  
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10<sup>th</sup> Jan 2023

**RE: NON-RELOCATABLE JOB ADVERTISEMENT -DRUG DISPENSERS (4)**

<b>BASE LOCATIONS: WAU (Taban, Gaitan, Bagari and Gedi)</b>
<b>REPORTING TO: Clinical officer/Health Officer</b>
<b>LINE MANAGEMENT RESPONSIBILITIES: None</b>
Islamic Relief Established in 1984 in the UK, Islamic relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender and implement our work in the thematic areas of (i) Food and Livelihood Security (ii) Water, Sanitation and Hygiene, (iii) health and Nutrition (iv) protection and inclusive resilience for the conflict, drought and flood vulnerable people including the IDPs, Returnees as well as Host Communities. Islamic Relief has been working with communities in South Sudan since 2004 and currently seeks to recruit dynamic and self-motivated individual for the position of Drugs Dispenser to be based in Taban, Gaitan, Bagari and Gedi - Wau.
Level 3: The role holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight).
<b>JOB PURPOSE:</b> The overall purpose of this position is to assist in the preparation, dispensing of prescriptions and assist with stock control, ordering and re- stocking of the dispensary. To be solely responsible for the running of the dispensary and any junior staff when required.

**KEY WORKING RELATIONSHIPS**

- Has regular contact with all staff in the Field Office and health facility. Close contact with the clinical officer and programme staff in area of specialization.

**SCOPE AND AUTHORITY**

**Scope of the Role:**

- The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Dispenser upholds the program policies focused on Health and Nutrition



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RRC Reg No.051



**Responsibility for Resources:** Medical drugs.



## **KEY ACCOUNTABILITIES**

### **Key Accountability 1: Dispensing drugs to Patients according to diagnosis and prescription**

- Clinical nursing for patients at the facility in the areas of health or nutrition.
- Explain drugs prescriptions, route of administration, and side effects to patients.
- Maintain a clean and hygienic environment of the health facility at all times.
- Triage of patients.
- Administration of medications and fluids.
- Alert Clinical Officer of complex cases for attention.
- Dispensing medicines & maintaining stocks.
- Help in the administration of injectable medicines to patients as a support the facility Nurse.
- Update stock cards on daily basis.
- Keep prescription records and maintain daily tally sheets.
- Maintain daily, weekly and monthly consumption record and share with the clinical officer
- Provide health promotion training to the community during drug distribution.
- Regularly check the expiry dates on the medicine and report immediately to concern staff.
- Adhere to organization Code of Conduct and internationally accepted humanitarian principles.
- Act in a respectful and culturally sensitive manner towards other colleagues & community

### **Key Accountability 2: Develop care plans for patients**

- Develop care plans for patients, establishing goals with clear explanations.
- Ensure proper follow up of patients in the health facility.
- Provide health education to patients.

### **Key Accountability 4: Assist Colleagues in Delivering Training**

- Assist Clinical Officer in setting up and delivery of routine training activities for patients.
- Provide outreach and sensitisation activities for communities focused on health or nutrition as required under the project.

### **Key Accountability 5: Stock Management of Drugs**

- Maintenance of drugs and stock management in line with IR policies and MOH guidelines.
- Request for additional stock as required.
- Keep records for drugs and Update stock cards
- Separate expired drugs from stock for disposal





## PERSON SPECIFICATION

### ESSENTIAL

#### **Qualifications**

- Diploma/Certificate in Pharmacy from recognised College or Institute
- Residents of the project location will be given priority

#### **Experience**

- At least 1-year experience working in primary health care field.
- Experience in Drug dispensing and store management
- Experience in the management of health education activities.

#### **Skills**

- Knowledge in Nursing and Ministry of Health Guidelines on Health/Nutrition
- Good knowledge and skills in primary health care environments and guidelines for PHC.
- Able to perform nursing clinical tasks with minimal supervision.
- Competent written and spoken English.
- Sensitivity to cultural differences.
- Language skills in Local language and Arabic is added advantage.
- **Must be a South Sudanese National with special preference for local residents of Wau**

### DESIRABLE

- Familiarity with the Standard Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability Programme etc.

#### **How to Apply:**

Interested candidates should submit their applications letter briefly describing a motivation letter for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to [IRSS.recruitment@islamic-relief.or.ke](mailto:IRSS.recruitment@islamic-relief.or.ke) or drop a hand delivered copy of their application to Islamic Relief South Sudan - Wau office at Daraja not later than the deadline of **27<sup>th</sup> Jan 2023 at 5.00 p.m. local time.**

- Only shortlisted candidates will be contacted.
- **Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date. Earlier applications will be highly considered**
- Please indicate the base location you are applying for on the application Letter

*Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative*

