



Head Office Gudele 1, Behind Lou Specialist Clinic, 5Metres along Rock City Road,
E-mail: vacancies.healthactionafrica.org@gmail.com, info@healthactionafrica.org
Website: healthactionafrica.org

S.H.S
Approved

9/2/2021

HAA|JOB ADVERTISEMENT



Job Position	Pharmacy Assistants - [ROVING]
Reporting to	Pharmacist
Supervision of	None
Department	Program
Location /Duty station	Pigi Canal County, Jonglei State with Possibility of relocation to other Counties within South Sudan
Application Periods	February 9 th , 2021 to February 26 th 2021
Recruitment Sources	Internal & External

Background

HEALTH ACTION AFRICA (HAA) is a Health Charitable Foundation in South Sudan. The Foundation is a medical cadre -led Health care & awareness raising network, grounded in medical perspectives. The Charitable Foundation was established in Feb 2017, by a medical team of friends in recognition and continuation of Humanitarian and Development work in Africa especially most at risk vulnerable populations. In South Sudan, HAA is registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016 and accorded the registration number 2526, with the Relief and Rehabilitation Commission (RRC)

Health Action Africa (HAA) is recruiting staff to Join its Emergency Response Team (ERT) portfolio for 2021. The Service HAA renders include; Provision of Emergency Health Services to the Food Insecure IPC 4 Populations in Pigi Canal County, Jonglei State. This staff will however be rotated to other locations within South Sudan where there is need and based on availability of funding. "We are looking for a highly competent, proactive and self-motivated individual (**South Sudanese National**) for the position of **Pharmacy Assistant** based in the field.

Job Purpose Assists in preparing and dispensing drugs to patients and healthcare providers. Verifies that prescriptions are filled correctly and in a timely manner. Interacts with patients in delivering medications and completing other transactions. Receives, records, and stores medications coming into the pharmacy. Maintains stock of prescription medications and informs pharmacist of inventory needs.

Functional Duties/Responsibilities

- Dispense prescription and other medical products to patients under direction of licensed pharmacist
- Gathers, organizes, and assesses patient information on electronic files.
- Provide patients with information and education on their prescriptions
- Monitors prescription-filling process to ensure compliance with relevant regulations and pharmacy policies
- Liaises with healthcare providers and patients to obtain correct prescription information
- Answers patients' questions about their medications under the supervision of the pharmacist
- Takes inventory of drugs on hand and records results





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- Places orders for additional drugs as directed by the pharmacist

Requirements
Education/Professional
Experience

- A Diploma/ Graduate degree from an ACPE certified school of Pharmacy /Health institution, with at least 3 years' experience as assistant pharmacy manager or a related experience and training.
- Outstandingly conversant with the principles and procedures of professional pharmacy job.
- Sufficient familiarity with hospital practices, guidelines, and regulations in relation to compounding and apportioning medications.
- Adequate knowledge of business in relation to organization of a hospital pharmacy.
- Sufficient understanding of efficient instructional and supervisory procedures and techniques.
- Ability to update records, calculate costs, organize reports and carry out other administrative and clerical staff duties.
- Proficiency in directing, overseeing, and evaluating the work of technical and professional staff.
- Effectiveness in maintaining and establishing efficient relationships with the public, employees, departmental staff and supervisors.
- The holder will adhere to the standard of conduct outlined in the **HAA** and County Health Department code of conduct.

How to apply **"Due to strict Covid-19 measures,** interested candidates are requested to submit their application letters, updated CVs with 3 Professional Referees, Copies of their national ID & Certificates to HAA HR Team
by email: vacancies.healthactionafrica.org@gmail.com or Hand delivery to HAA office

Note>Clearly Indicate the Position you are applying for on the email Subject Line
Not later than February 26th , 2021.

Additional Conditions

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- **HAA** seeks to reasonably accommodate candidates with special needs, upon request.
- **Previous HAA staff willing for re-engagement in the field shall also be accorded the opportunity to enable swift response**

Health Action Africa is an equal opportunity employer, merits, competency and past performance are the key parameters embraced. **Only shortlisted candidates will be contacted for interviews, all applications submitted will not be returned.**

Because this position is Urgently needed to be fill, short listing shall be conducted before the deadline/as application are being received and the interviews shall be on rolling bases

