



Approved
Franelin
For Director of Labour



Catholic Medical Mission Board ART Dispenser Job advertisement

Position Title : ART Dispenser (1)
Department : SSHARP
Location : Al Sabah Children Hospital (CES Juba)
Reports : ART Clinician
Closing Date : January 27th, 2025

About CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.



CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations, redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels; (b) health workforce capacity strengthening through on the job mentoring and training, as well as leveraging CMMB's international volunteer program; and (c) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its medical donation program.

JOB SUMMARY:

The United States President's Emergency Plan For AIDS Relief (PEPFAR) is a United States governmental initiative to address the global [HIV/AIDS epidemic](#) and help save lives. CMMB South Sudan has been granted a five-year CDC/PEPFAR funding to address the HIV care and treatment program in South Sudan, covering two of the 10 States. The ART Dispenser is responsible for dispensing ART prescriptions and other healthcare products accurately and timely to PLHIV. The dispenser is responsible for ensuring uninterrupted supply of HIV commodities in the facility of assignment. He/She will ensure that all systems for recording patient medication details are kept in such a way as to remain accurate and up to date and for HIV services, to ensure that medication supplies are reconciled against agreed prescriptions. To assist in monitoring adverse event reports relating to medicines used and to actively seek to prevent incidents recurring



KEY RESPONSIBILITIES:

- The dispenser is responsible for ensuring uninterrupted supply of HIV commodities in the facility of assignment.
- Monitor the stock of commodities in the facility and put timely orders from the central warehouse.
- Ensure stock monitoring tools are complete and updated in the facility.
- Ensure all HIV commodities are kept in clean, orderly, and safe condition.
- Document all commodity movements and information related to dispensing.
- Work with the rest of the clinical team to triage stable clients for differentiated ART refill.
- Work with satellite sites and community outreach workers to facilitate community ART refill services.
- Performs any other related duties that may be assigned by the supervisor.

QUALIFICATIONS & EXPERIENCE:

- A Certificate or Diploma in a pharmacy or nursing qualification with at least five years prior work experience in a clinical or healthcare setting.
- Experience working with an INGO required.
- Excellent communications and interpersonal skills, both written and verbal.
- Familiarity with project indicators, quantitative and qualitative data to monitor overall project performance.
- Must be customer service oriented and prepared to liaise with facility staff, patients, their families, and other care providers.
- Extremely organized and detail oriented
- Any other duties assigned to you by CMMB or Supervisor

LANGUAGES:

- Excellent command of written and spoken English

How to apply:

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmb.org by latest the January 27th 2025. Please note that due to the urgent nature of the position, evaluation of application will be on a rolling basis. We encourage qualified female candidates to apply. Applications can also be submitted to the below address during working hours between 8.00am and 5.00pm:



Please note: "CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return with your application. Please note, your application will not be considered if your signed self-declaration and consent form is not received along with your application."

Catholic Medical Mission Board
Sexual Exploitation, Abuse & Harassment (SEAH)
Self-Declaration & Consent Form

CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the attached self-declaration and consent form and return with your application. Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.

I..... hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my pass employment.

I hereby give my full consent for CMMB to conduct further background check related to SEAH.

Name : _____

Signature : _____

National ID/PP: _____

Date : _____

