



# REPRODUCTIVE HEALTH ASSOCIATION OF South Sudan



DATE: 14/10/2019

**Job Title:** Pharmacy Assistant

**Duty Station:** Juba

**Opening Date:** 14<sup>th</sup> October 2019

**Closing Date:** 1<sup>st</sup> November 2019

**Starting Date:** ASAP

Reproductive Health Association of South Sudan (RHASS) is an indigenous Non Political, Non-governmental and not for profit making National NGO established by dedicated and committed South Sudanese nationals in 2011

RHASS provides sexual and reproductive health services and information to men, women and youths. It has a family health clinics situated in Juba and field offices in Torit, Bor, Yei & Wau, which are managed by qualified and experienced health personnel providing family planning services information and education on maternal health, child, counselling and advocacy which RHASS offer to South Sudanese people in support of national effort to improve the reproductive health situation in South Sudan.

RHASS is supported by International Planned Parenthood Federation (IPPF), United Nations Population Fund (UNFPA), Global Affairs Canada (GAC) and Department For International Development (DFID). RHASS is therefore looking for a qualified and experienced Pharmacist Assistant to support its F2C activities in its Family Health Clinic Two in Juba

## Job Purpose:

To be pharmacist at Family Health Clinic Two preparing and dispensing drugs/Family Planning Commodities' to FP clients and healthcare providers. Verifies that prescriptions are filled correctly and in a timely manner. Interacts with FP clients in delivering medications and completing other sales transactions. Receives, records, and stores commodities coming into the



pharmacy. Maintains stock of prescription medications/FP commodities and informs Head Nurse of inventory needs.

## **Job Duties:**

- Dispenses prescription medication/FP commodities and other FP products to FP clients /patients under direction of Head Nurse/midwife
- Counts pills, labels bottles, prices, and compounds medications to prepare prescriptions for clients/patients as directed
- Performs administrative duties, including answering phones, receiving and inputting prescription orders, operating clients registers, and restocking inventory
- Gathers, organizes, and assesses clients information
- Supplies clients/patients with information and education on their prescriptions
- Monitors prescription-filling process to ensure compliance with relevant regulations and pharmacy policies
- Liaises with FP providers and clients/patients to obtain correct prescription information
- Answers clients/patients' questions about their FP medications under the supervision of the Head Nurse/Midwife
- Takes inventory of FP commodities/drugs on hand and records results
- Places orders for additional FP commodities/drugs as directed by the Head Nurse/Midwife
- Maintains electronic clients information
- Prepares billing information for FP commodities/medications
- Completes clients/patients' sales transactions for purchase of prescription and over-the-counter medications as well as other pharmaceutical products

## **Job Skills:**

Detail-Oriented, Works Well with a Team, Strong clients-Service Skills, Excellent Verbal Communication Skills, Good Listener, Follows Instructions Well, Discreet, Organizational Skills, Mathematical Skills, Strong Scientific Skills, Excellent Memorization Skills, Adaptive Learner, Computer Skills, Knowledge of Drug Regulations, Multi-Tasking Skills, Record-Keeping Ability

## **Job Qualifications and Experience**

- Diploma in pharmaceutical studies
- Registered/Licensed pharmacist
- Minimum of 2-3 work experience
- Computer literate(MS Office)

Interested and qualified South Sudanese applicants are invited to send their **Application and CV, plus copies of education/qualifications and experience documents** to Reproductive Health Association of South Sudan (RHASS) along Gudele road opposite Episcopal Church's St. Thomas Church, for hard copies before 1<sup>st</sup> November 2019 by 5PM. Or strictly NOT more than 2 pages electronic copies send to [recruitmnrhass@gmail.com](mailto:recruitmnrhass@gmail.com). **Female candidates are highly encourage to apply**

For more information, please contact 0925433547

