

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan

90-4-3
Approved by
Inspector
MOL
Deputy
15 SEP 2022



JOB VACANCY

SENIOR PHARMACUETICAL OFFICER

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Senior Pharmaceutical Officer** to be based in **Maban**.

Reports to: Workshop and Logistics/Warehouse Manager

Liases with: Warehouse officer, Logistics officer, Logistic Manager, Area Coordinator, UNHCR 5

Duty Station: Maban, South Sudan

JOB SUMMARY & PURPOSE:

To ensure the effective management of medical items (essential medicines, medical supplies and equipment, nutrition items, vaccines and other keep cool items) provided by UNHCR in Juba South Sudan. This includes ensuring inventory control, implementation of good storage and good distribution practices, proper auditable records keeping, tracking the consumption trend of items among implementing partners in order to avoid stock out and or over stocking throughout the pipeline.

Working under the Action Africa Help International (AAH-I) management, the Senior Pharmaceuticals and Medical Supplies Officer will work closely with the UNHCR Public Health officer in Maban to ensure the efficient and rational storage and management of UNHCR procured and/or donate pharmaceuticals, medical, and nutrition supplies.

Duties & Responsibilities

The Senior Pharmaceutical Officer is responsible for

- Under the leadership of the AAH-I Workshop and Logistics'/Warehouse Manager and in close collaboration with UNHCR Public Health officer and UNHCR Supplies Unit and AAHI Logistics and warehouse team, receive all medical items procured (locally or internationally), verify goods received against waybills/receipts, ensure appropriate storage and follow up on any discrepancies and ensure that received are recorded in Goods Received Note.
- Ensure that all received items are captured in UNHCR/AAHI excel based electronic inventory control tool, bin cards and stock cards.
- Supervise appropriate packaging of drugs and medical supplies leaving the stores for distribution to other storage facilities and partner health facilities.



- Ensure to have an updated inventory records of all medical items in AAH-I/UNHCR warehouses.
- Through regular inspection, monitor; consumption of medical items, appropriate storage in partner's storage facilities including cold chain management, rational prescribing and proper record keeping.
- In close collaboration with UNHCR public health officer, receive and document medical item requests from partners and ensure their timely delivery.
- Fill orders made by the partners, ensuring the transactions are properly documented, including updating of stock cards and preparation of packing lists.
- Conduct physical stock checks and providing monthly stock reports to the AAH-I workshop and Logistics/Warehouse Manager
- Provide support to UNHCR public Health officer in collecting consumption information from partners.
- Regularly conduct inspection for quality risk factors that include damage, expiry, unfavorable storage conditions, records, re-ordering, stock rotation, adherence to FIFO, and stock safety.
- Contribute to building the capacity of partners including that of local public facilities on overall pharmaceutical management.
- Support partners to Make timely requisition of medical items based on the actual previous consumption trend.
- Lead and participate in the committee during disposal of expired and damaged items safely and timely.
- Perform other tasks as required.
- Prepare the cool boxes for the outreach, health post and hospitals routinely and as required
- check on a monthly basis the expiry dates of drugs
- Participate in training the staff on the spot and following the training program.
- Collaboration with staff from other agencies and MOH
- Respect the security rules and guidelines of AAH-I

- **Expected Results**

- Proper arrangement of medical items in the store in accordance with best international GSPs
- Proper flow medical items, through timely orders in line with GDP
- Proper management and storage of controlled substances appropriately
- Proper disposal of the expired medical items to conform with local and UNHCR requirements
- Proper auditable record keeping and timely reporting
- Cold management in accordance with recommended storage standards
-

- **QUALIFICATIONS**

- Degree in Pharmacy from a recognised institution
- Proven warehouse management practical experience.
- Computer literacy, including the use of MS Word and Excel.
- Highly organized professional with good attention to details.
- At least 1-3 years' experience in similar position.

SKILLS AND COMPETENCIES

Good inter-personal and communication skills

A good command of both written and spoken English

Patient, understanding and of a pleasant character

Computer literate with ability to use Microsoft Office

Excellent Management, planning and organizing skills

Committed to just workplace ethics, coaching, mentoring and developing others

Commitment to the organizational values

Application Instructions



AAH-I is an equal-opportunity employer.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.

Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base Juba**

Deadline: All applications must be submitted latest by **05th October 2022 COB (4.00PM)**.

Due to the high number of applications we receive, we will only get back to shortlisted candidates.

