



JOB VACANCY_ PHARMACY SUPERVISOR _AWEIL

ALIMA, the international medical NGO with a human face, which places at the heart of its model the co-construction of projects and professional paths

The ALIMA SPIRIT: *ALIMA's purpose is to save lives and provide care for the most vulnerable populations, without any discrimination based on identity, religion or politics, through actions based on proximity, innovation, and the alliance of organizations and individuals. We act with humanity and impartiality in accordance with universal medical ethics. To gain access to patients, we undertake to act in a neutral and independent manner.*

Our CHARTER defines the VALUES and PRINCIPLES of our action:

1. Patient First – Patient centered medical care
2. Revolutionizing humanitarian medicine through research
3. Responsibility and freedom: encourage decision-making by those closest to patients
4. Commitment to a dynamic of continuous quality improvement
5. Creating a climate of trust among colleagues
6. Collective intelligence
7. Environmental liability

ALIMA promotes and defends the principles of fundamental human rights. ALIMA has a zero-tolerance approach to those guilty of acts of gender-based and sexual violence as well as to inaction in the face of alleged or proven acts of violence. Protecting the people who benefit and are impacted by our intervention is our top priority in everything we do. Anyone working with ALIMA is committed to :

- Respect the charter, the code of conduct, institutional policies including the policy of protection against abuses of power and gender-based and sexual violence, the policy of preventing corruption and fraud ;
- Report any violations to policies, framework documents and proceedings to a superior, referral

CARING - INNOVATING - TOGETHER:

Since its creation in 2009, ALIMA has treated more than 10 million patients. Today ALIMA works in 12 countries in Western and Central Africa. In 2020, we developed 41 humanitarian medical response projects to meet the needs of populations affected by conflict, epidemics and extreme poverty. All of these projects support national health authorities through nearly 357 health structures (including 45 hospitals and 312 health centers). We work in partnership, especially with local NGOs, whenever possible to ensure that our patients benefit from the expertise wherever it is, whether in their country or the rest of the world. In addition, to improve the humanitarian response, we are carrying out operational and clinical research projects, particularly in the field of the fight against malnutrition and hemorrhagic viral fevers. ALIMA is also leading operations in response to the covid-19 pandemic across all of our missions.

ALIMA'S TEAM: More than 2000 people currently work for ALIMA. The field teams, as close as possible to the patients, receive their support from the coordination teams generally based in the capitals of the countries of intervention. These receive support from the 4 desk teams and the emergency and opening service team based at the operational headquarters in Dakar, Senegal. The Paris and New York teams are actively working on fundraising as well as representing ALIMA. The rest of the ALIMA Galaxy includes individuals and partner teams who work on behalf of other organizations such as medical NGOs BEFEN, ALERTE Santé, SOS Médecins / KEOGO, AMCP, research organizations PACCI, INSERM, Universities of Bordeaux or Copenhagen, the NGO Solidarités International and many others.

COUNTRIES WHERE WE WORK: Mali, Burkina Faso, Central African Republic, Nigeria, Niger, Chad, Democratic Republic of Congo, Cameroon, South Sudan, Mauritania & Sudan, Ethiopia, Haiti

THE WORK WE DO covers: Primary and Secondary Health Care, with a main focus on children and women - including treatment and prevention of acute malnutrition, maternal health, mental health, response to epidemics (Ebola, Cholera, Measles, Dengue, Lassa Fever), surgery, displaced populations, and gender based violence, Covid 19.

ALIMA in South Sudan

Between 2017 and 2021, ALIMA (The Alliance for International Medical Action) carried out several projects in South Sudan, particularly in Raja and Wau (Western Bahr El Ghazal), Aweil (Northern Bahr El Ghazal), and Juba. In Raja and Wau, with support from AFD, ECHO, GiA, OFDA, and Vitol, ALIMA partnered with Solidarités International to provide inpatient care (IPD/ITFC), support primary healthcare centers (PHCC/PHCU), and operate mobile clinics. In Aweil, through funding from UNICEF, CDS, and the ELMA Foundation, ALIMA offered support to fixed health facilities in Halibol and Maper West and led a malaria response during peak transmission periods. Lastly, in Juba, with backing from ECHO and the CDC—and in collaboration with GOAL and Concern Worldwide—ALIMA focused on Ebola Virus Disease (EVD) preparedness as well as COVID-19 prevention and response efforts.

In March 2025, an assessment mission was conducted in Juba and Aweil, in order to better understand current needs and have an overview of ALIMA's status in the country.. Given ALIMA's mission, we focused on humanitarian needs in terms of health, by identifying the most vulnerable populations and the obstacles restricting access to health services. What emerged from our assessments was an acute need for healthcare workers and therefore a strong desire to intervene as soon as possible to respond to the growing needs. The outcome of the assessment mission resulted to the reopening of the South Sudan mission in June 2025

Mission Location: South Sudan, Aweil

FUNCTIONAL AND HIERARCHICAL LINKS

Reports to the Medical activity manager

PROTECTION OF BENEFICIARIES AND COMMUNITY MEMBERS

Level 3: As part of his/her duties, the incumbent will visit programs and come into contact with children and/or vulnerable adults. Therefore, a criminal record check or a certificate of good character will be required. In situations where a criminal record check or character reference is not possible, a declaration of honour will be requested.

TASKS & RESPONSABILITIES

Ensuring general functioning of the pharmacy and supervising pharmacy supply chain processes in accordance with ALIMA standards, protocols and procedures, in order to ensure its efficiency and operating availability.

To Support ALIMA intervention in MOH health facilities, this position will support the existing MOH teams with supply chain & pharmacy management.

The main mission of the pharmacy manager has four axes:

- Ensure the medical supply of the project and the support units (transport, storage, ordering, distribution) whether in the main stock or activity stock.
- Guarantee the safety of patients by respecting all the standards defining the management, handling and use of drugs and medical inputs for the project.
- Guarantee the compliance of the management of medical inputs with the rules defined by the health authorities.
- Accompany the managers of the various stocks in support and supervision of the logistics and medical referents.

MAIN ACTIVITIES

Order and supply tracking :

- Coordinating the delivery, reception and recording of international and local orders, in close coordination with the logistics department, updating stock files :
 - Check that the contents of the boxes received correspond to the transport documents and that none is damaged. Otherwise, report the anomalies.

- Establish the reception report (acknowledgment of receipt) and send it to the medical referent and the logistics coordinator.
 - Ensuring storage, stock management and supply processes, as well as hygiene and security procedures, tools, and protocols (controlling pests and rodents), implementing appropriate quality controls and records, in order to ensure good storage conditions (temperatures, humidity and light exposure) and availability of drugs and medical material, according to ALIMA protocols, national regulations and in cooperation with the logistics department.
 - Ensure the proper arrangement of the various items in the stock according to the FEFO rules, according to the ALIMA standards and according to the needs of stock management separated by donors.
 - Ensure good traceability of items, by recording all stock movements on the various management tools (purchase order/delivery, stock cards, management software) and according to separate stock management needs by donors.
- II. Project supply :**
- Define in collaboration with the Medical Referent the drug distribution circuit and set its management software according to the validated circuit.
 - Establish and update a chronogram of pharmacy activities (orders, supply, reporting, donor reports, inventories, strengthening of team skills; monitoring of manager activities, etc.)
 - Supervising orders of medical and drug material in order to ensure an efficient and appropriate consumption pattern under budget constraints.
 - Archive each document according to ALIMA recommendations
 - Ensure the follow-up of stocks according to the protocol and regularly inform the Medical Referent of the state of the stock (Pre-outages, overstock, dormant stock, etc.).
 - Inform the Medical Referent when the minimum thresholds are reached
- III. Medical stock management :**
- Ensure the cleanliness as well as the spatial organization of the stock according to the management protocol in place.
 - Ensure that medications are stored and stored properly according to the management protocol in place
 - Make a partial inventory every month (10% of references) and a general inventory according to the pre-established work plan.
 - Manage expiry dates and inform the Medical Referent or the Country Pharmacy Manager in advance of the expiry date of the products
 - Quarantine expired products intended for destruction and/or products on the expiry date in agreement with the country pharmacy manager or the Medical Referent.
 - Make a monthly statement of pre-expired items and send to the country pharmacy manager or the medical referent before withdrawal and placing in a quarantine zone.
 - Ensure the constant updating of the register of narcotics and psychotropic drugs and the register of expired products
- IV. Cold chain monitoring:**
- Set up the tools needed to monitor the cold chain (thermometers, log tag, fridge tag, stop-watch cards, etc.), place an order if necessary
 - Ensure that the temperature of the cold chain is recorded twice daily morning and evening and recorded on the monitoring sheet provided for this purpose.
 - Be responsible for the proper implementation of the upkeep and maintenance of refrigerators/freezers in collaboration with the project's RLP and in compliance with ALIMA recommendations.
 - Inform the Medical Referent or the Country Pharmacy Manager and the logistics department of any anomaly orally and by email as soon as possible
 - Ensure the cleanliness and hygiene of cold chain storage and transport equipment.
 - Ensure adequate transport storage of drugs/vaccines during movement of passive cold chain products.
- V. Management of peripheral pharmacies and consumer units**
- Adopt the decided standardization as well as the ordering methods
 - Develop, in accordance with logistics, a supply schedule for dispensing pharmacies while meeting the needs of the medical department.
 - Participate in the development of management tools at the level of ancillary structures (health centers, hospital pharmacy, Therapeutic Nutritional Center, etc.) after having been validated on the good management of the pharmacy stock of his project by the referent medical

- Ensure storage, correct identification and good storage conditions of items according to ALIMA standards (Hygiene, temperature, ventilation, storage, safety)
- Determine a method of dispensing adapted to the context
- Analyze consumption and the concordance between prescriptions with the medical referent or the supervising nurse

IV. Capacity building and team animation

- Supervising, with the HR department, the associated processes (sizing, staff shifts, recruitment, training, performance evaluation, development and internal/external communication) of the pharmaceutical team and the nursing staff, in order to ensure both the sizing and the amount of knowledge required and to improve their dispensing capabilities
- Able to identify and support tomorrow's replacements
- Define and update job profiles and performance objective plans for team members
- Carry out the assessments of his team in a professional career approach
- Make possible training and change of position for the members of his team
- Identify the skills that the members of his team must acquire to master their positions and organize training to strengthen them

IIV. Implementation of preventive measures against abuse of power, gender-based and sexual violence:

- Participate in training and awareness sessions
- Applies standards relating to the prevention of abuse
- Ensures that the members of his team follow training and awareness sessions and apply the standards relating to the prevention of abuse
- Contributes to creating and maintaining a fulfilling and protective environment.

This job description is not exhaustive and may be modified as the assignment evolves.

EXPERIENCE AND SKILLS

Experience

- Two years of demonstrated experience as a pharmacist required.
- Experience in NGO's in developing countries is desirable
- Experience with supply chains and supply chain management highly valued

Qualities of the candidate

- Control of flows and organization of a stock.
- Good command of the Excel tool and familiar with stock management software
- Knowledge of the google drive environment is an asset
- Ability to work independently and quickly take up a position
- Analytical skills and critical thinking
- Writing ability
- Sense of organization and rigor
- Ability to adapt, diplomacy and patience
- Strong listening skills
- The ability to work in a team
- Ability to work under pressure
- Ability to live and work in localities often far from capitals, located in rural areas and often poorly covered in terms of security, medical, social and leisure.

Languages

- Fluency in English (spoken and written) is essential and arabic is an asset

ACADEMIC QUALIFICATIONS

Education

- Pharmacy degree essential with valid professional practicing license.
- Desirable Master pharmacy management

Other

- South Sudanese nationality residing in Aweil

HOW TO APPLY TO THE POSITION OF PHARMACY SUPERVISOR

South Sudanese nationals who meet the above criteria are strongly encouraged to apply by completing the application form through the link provided, using a computer, or by scanning the QR

code with a smartphone. For any inquiries or difficulties applying, you may contact the recruitment team at recruitment@southsudan.alima.ngo or call +211 0922376947.



<https://forms.gle/ev6xox7akp3uGfTA7>

The deadline for submission is **04th July 2025 at 5:00 PM.**

Applications will be reviewed on a rolling basis, and ALIMA reserves the right to close the recruitment process before the stated deadline if a suitable candidate is identified. Only complete applications that follow the instructions will be considered. Only shortlisted candidates will be contacted.

Candidates are advised to submit their applications early, as screening may begin before the closing date.

The protection of your personal data is important to ALIMA. By submitting your application, you agree that your data will be used exclusively for the recruitment process, to assess your suitability and ensure a fair selection. Your information will be handled confidentially and only accessed by individuals involved in the recruitment. ALIMA will never sell or misuse your data.

Please note that ALIMA does not request any form of payment, favors, or other benefits during the recruitment process. Any such acts will lead to disqualification.

Female candidates are strongly encouraged to apply.

