

JOB VACANCY

Vacancy No: PC-JUB -2024-09 - 6-284-N



ROLE PROFILE

Title: Pharmacy Coordinator (1 position).
Location: Roving (60% field and 40% Juba) South Sudan RI program field locations.
Duration: 7 months with possible extension subject to funding, program needs and performance of Incumbent.
Reporting to: Health Manager.
Conditions: South Sudanese Nationals Only.
State Date: As Soon as possible.

1. Context

About Relief International

Relief International (RI) is a leading non-profit organization working in 16 countries Globally to relieve poverty, ensure well-being and advance dignity. We specialize in Fragile settings, responding to natural disasters, humanitarian crises, and chronic Poverty.

RI combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact and resilience. We focus on health/nutrition, education, economic opportunity, and water, sanitation, hygiene (WASH) programming while integrating protection, environment/climate change, and conflict mitigation in partnership with the communities we serve. We empower communities to find, design and implement the solutions that work best for them.

RI includes the three corporate members of the RI Alliance: RI-US, RI-UK, and MRCA/RI-France. Under our alliance agreement, we operate as a single, shared management structure.

About South Sudan Country Program

Relief International (RI) has been active in South Sudan since 2006 and operating across the Upper Nile State meeting the needs of the most vulnerable communities. In addition to its head office in Juba, RI operates six field offices in the counties of Maban, Longechuk, Maiwut, Renk, Melut, Ulang and Nasir in Upper Nile. We deliver an integrated response to the humanitarian crisis in the Upper Nile State, directly providing life-saving Health and Nutrition, WASH, Economic Opportunity and Protection services through a conflict sensitive approach to refugees, IDPs, returnees and rural host communities, targeting particularly at-risk individuals and households. Given the fluidity of the emergency in South Sudan, Relief International's response has remained highly flexible, responding to people's most pressing needs.

Africa/ Asia Region



RI operates in nine countries in the Africa/Asia region: Afghanistan, Bangladesh, Iran, Myanmar, Pakistan, Philippines, Somalia, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implements a range of emergency response and development programs.

2. About the role

As part of the Country's health program, the pharmacy coordinator will be responsible to oversee and coordinate all pharmaceutical services. This includes coordinating the procurement, storage, and distribution of medication and medical supplies, ensuring compliance with international standards, and supporting health care providers training and capacity building at the health facilities and MMUs in the RI projects locations within South Sudan and oversee the proper utilization of supplies through and functional medical supply chain. She/he will supervise the roving pharmacist and ensure field level pharmaceutical activities are properly planned and implemented.

He/she will closely work with the operation department team, the County Health and Nutrition manager, roving pharmacist, MMU's and HF's pharmacy assistants, drugs storekeepers and dispensers, EPI supervisor, County Health Department and field level partners to ensure efficient and effective management of pharmaceutical services.

3. Key Responsibilities

I. Pharmaceutical Management (40%)

1. Oversee the procurement of pharmaceuticals and medical supplies in accordance with organizational policy and procedures
2. Together with health manager/project managers consolidate the country level medical list with categorized risk levels for international and local procurement.
3. With Support of the global pharmacist and TAD, develop a country level pharmacy information system to track all medical supplies including GIKs and buffer supplies.
4. Keep trucking of all Pharmaceutical Stock, Inventories and Buffer Stocks at both the County and Juba warehouse ensuring sustained supply to avoid stock outs at the project locations.
5. Working in coordination with the operation team ensure minimum required storage standards is maintained including "keep cool" supplies.
6. Together with the project managers monitor and analyse data on diseases versus pharmaceutical consumptions using the County level drug consumption reports and morbidity report. This should be done regularly (Quarterly preferably) to inform procurement and re-ordering of supplies
7. Focal point for reception and onward distribution of medical supplies delivered to the country in coordination with the project managers and the operation counterparts.
8. Provide capacity for and lead in proper disposal of expired medical supplies.
9. Develop/adapt contextualized Pharmacy operation procedures (SOPs) for the country.
10. He/she will be the focal point for pharmacovigilance and drug incident reporting as well as recalls and quarantine of drugs with compromised qualities

II. Compliance and quality control (10%)

11. Ensure compliance with all relevant regulatory requirements, including local, national, and international pharmaceutical standards
12. Conduct regular audit and inspections to pharmacy operations and storage
13. Monitor the quality, safety, and efficacy of medications and supplies, addressing any issues that arise

III. Training and Capacity building (30%)

14. Train the pharmacy assistants and health workers handling supplies at the on medical supply chain management and rational use of medicines and other medical commodities



15. Conduct regular supportive supervision to the project locations including the health units, identify training and other pharmaceutical management system gaps while suggesting recommendation for course correction
16. Together with the health manager/project managers develop contextualized training material for use in the country health programs
17. Recommend relevant training within and outside to selected staff handling pharmaceutical and medical commodities
18. Technically supervise the pharmacy county focal points (Pharmacy assistants and county level pharmacists)

IV. Coordination and communication (5%)

19. Coordinate with health managers/project managers and other stakeholders to ensure effective pharmaceutical services
20. Serve as the primary point of contact for pharmaceutical issues and liaise with suppliers and regulatory bodies as needed
21. Participate in interagency and health cluster meeting to coordinate pharmaceutical activities and share best experience

V. Reporting and documentation (5%)

22. Maintain and up-to-date records of pharmaceutical transactions and inventory
23. Prepare and submit regular reports on pharmaceutical management activities, including usage, stock level, and incident reports.
24. Ensure documentation is in compliance with organizational and donor requirements

VI. Program Support (5%)

25. Support the development and implementation of health and nutrition programs by ensuring the availability of necessary medications and supplies
26. Assist in the development of proposal and budgets related to pharmaceutical needs

VII. Emergency Response (5%)

27. Participate in emergency response efforts, ensuring rapid procurement and distribution of essential medications and supplies
28. Contribute to the development and implementation of emergency preparedness plan for pharmaceutical management

4. Role Requirements

Experience and skills required for the role.

Essential criteria

Education:

Range of specialized experiences and skills required:

- Minimum of bachelor's degree in pharmacy.
- At least 5 years' experience working in the relevant field.
- Experience in both clinical pharmacy and humanitarian setting is required.
- Experience in managing supply chain within South Sudan, especially community-based interventions. Experience in USAID, UNICEF and UNHCR funded projects is vital
- Good understanding of the disease pattern in South Sudan is desirable.
- Good organizational skills and record keeping is desirable.
- Computer skills in MS office package especially excel is a requirement
- Good interpersonal and communication skills in English and local language



Systems Compliance and Improvement (5%)



- RI South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from the program manager or Country office.

Policy compliance – Mandatory Reporting Policy (MRP): (5%)

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct and other RI Policies are reported in accordance to the RI Reporting mechanism. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

Confidentiality

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect patient and beneficiary information.
- Required to cover for colleague in other duty stations as needed.

Culture and leadership

- Ensure a positive and productive work environment which is free from harassment and bullying.
- Ability to demonstrate sensitivity and understanding of diversity and cultural differences, gender issues and the commitment to equal opportunities
- Ability to demonstrate and uphold RI’s values and ethics

5. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as “Do No Harm,” Relief International Values:

We value:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability



Note:

The role of the **Pharmacy Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Pharmacy Coordinator** will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

6. How to apply

Aspiring applicants should complete the **Job application form**, which can be collected at Relief International office, **or** this form can also be downloaded from same website where this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked **Pharmacy Coordinator NO. PC-JUB-2024-09- 6 -284N** to Relief International office in **Juba- Thongping behind Midan Rainbow.**

OR



Send your completed job application form and supporting documents via Email to recruitments@ri.org

Deadline: 26th September, 2024, 4: 30 PM SSD local time.

- Females are highly encouraged to apply

Only shortlisted applicants will be contacted.

Relief International has a zero-tolerance policy for unlawful harassment, sexual exploitation and abuse. Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

