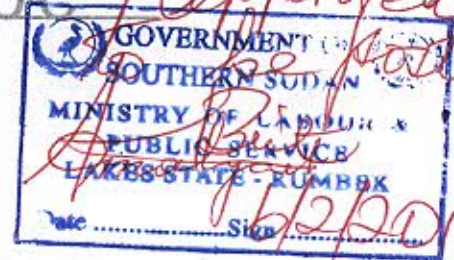




hoffnungszeichen
sign of hope



Vacancy Announcement

PHARMACY ASSISTANT

SIGN OF HOPE is the worldwide humanitarian relief service that plans, operates, and support programmes in more than 20 countries in the world. One of the main tasks is to carry out emergency relief worldwide as well as to link relief, rehabilitation and development measures.

In South Sudan, SIGN OF HOPE is running comprehensive and basic health care programmes in close cooperation with local partners (GoSS, Dioceses). A strong focus is laid on building the capacity of local health staff as well as improving the knowledge and self-help capacity of the communities.

The goal of the Sudan mission is to address humanitarian and health crises within southern Sudan while increasing capacity of local structures to deliver effective and quality health care services.

OVERALL OBJECTIVE OF THE POSITION

Arkangelo Ali Clinic Pharmacist Assistant will be fully based in Rumbek, in Rumbek Central County, Lakes State. He/she will be responsible for management of Rumbek AAC drug stores and provide technical oversight as far as drugs management process is concerned. The Pharmacist Assistant works closely with and is supervised by the hospital Superintendent. The Pharmacist Assistant also works closely with Clinical Officers, Auxiliary Nurse and Hospital Administrator

Key responsibilities and duties

- Ensure proper organisation and care of the main medical store as well as management of the medicine storage facilities.
- Ensure proper maintenance and regular update of all the drugs records for all the pharmaceutical stocks, including quantities, formulations, and expiry dates of products in stock.
- Prepare monthly drugs consumption reports and drugs available within the medical stores
- Prepare drug and medical supply re-orders as per the established deadlines

- Participates in preparing necessary donor / MoH reports pertaining to drugs and medical supplies
- Receive and properly document all drugs and medical supplies received clearly indicating date of receipt, source, quantities, and expiry dates as well as any other necessary information.
- Supervise dispensing procedures in the dispensing pharmacy.
- Supervise and coaches other staff on proper use of the medicine registers
- Participle regularly in trainings and coaching of staff on issues related to drugs management
- Participate and monitor rational drugs usage within the hospital and during outreaches / mobile clinics
- Participate in meetings of heads of departments chaired by medical Superintendent
- Carry out any other duties as may be requested by the supervisor / line managers.
- To be accountable, give feedback and appropriate information regarding the requested or ongoing tasks to the person or department, for the duties and performances he/she is carrying out for them.

Minimum requirements

- Diploma/Certificate in a medical field (nurse, pharmacy, community health, etc.)
- At least 2 years of experience within a humanitarian aid organisation, preferably in a health facility and/or hospital
- Experience working with an International NGO will be an added advantage

Skills/abilities

- Good knowledge of computer systems and applications (Word, Excel).
- Fluent in English (spoken and written), working knowledge of Arabic and local language is a major asset.
- To have the capacity to live in a multi-cultural environment.
- Enhance team spirit, good communication skills, flexible and is able to live in an isolated place with basic services.

Conditions:

- Starting Date: 1st April- 2012
- Duration of contract: 6 months (with possibility of extension)
- Salary according to qualification and experience

Interested candidates should send their CV's and application letters by e-mail to francomoroni@soh.or.ke or Hard copies applications should be submitted to Sign of Hope Rumbek office (Malteser Compound)

Deadline for submission of applications is 1 March, 2012

Please note: Only short listed candidates will be contacted. Document once submitted can't be returned to the applicants, therefore please do NOT submit original documents.

