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| **TITLE:**  Pharmacy Officer | | |
| **TEAM/PROGRAMME: Health** | **LOCATION:** Nyirol County ( Lankien) | |
| **GRADE**:G4 | **CONTRACT LENGTH:** 10 months | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The Pharmacy Officer will be responsible for ensuring adherence to pharmacy standards in management of drugs and medical supplies in the facility pharmacy. S/he will work in liaison and collaboration with the CHD Pharmacy officer in making certain that appropriate drug forecasts and drug consumption reports are timely submitted as well as ensuring appropriate conditions are maintain in pharmacy and drug stores during storage of drugs. The pharmacy officer will lead in capacity building of health facility dispensers in appropriate storage and good medical stores management. S/he will perform a variety of support activities to coordinate pharmaceutical services in a primary health care centre with other health units, and provide pharmaceutical services in the operation of a pharmacy under the guidance of primary health care supervisor. He or she shall directly supervise the dispensers in all the clinics and ensures that that stock are up to date.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** Health Coordinator  **Staff reporting to this post:** Dispensers of all the clinics including mobile sites  **Direct**: None.  **Budget Responsibilities;** NA | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Key accountabilities:-**   * Packages and labels units of medications and supplies for distribution to other facilities. * Work in liaison with the CHD Pharmacy officer in issuing drug requisition and medical supplies from health facilities * Receives pharmaceutical request from different health facilities and ensure that all the request is fully approved before delivering them * Ensure stock cards are updated from time to time indicating quantity received, issued out and the balance. * Ensure monthly drug consumption are compiled and submitted in DHIS2 platform and copies shared with CHD and Health Coordinator in time * Update the facility in-charge and the clinical team from time to time available stock before stock out of pharmaceutical supplies to guide their prescription preference. * conduct drug and medical commodity inventory checks monthly within the pharmacy and medical stores * Ensure drugs shelves are well labelled for easy identification of drugs and stock cards are used for each of the drugs in the pharmacy * Ensure expired drugs are separated and kept separate from other stock and CHD, Health coordinator are notified timely to facilitate its disposal * Maintain records of drugs and supplies in a clearly defined filing system, which is maintained allowing easy access for other users and complete administration duties as required e.g. photocopying. * ensure appropriate temperatures are monitored daily through temperature loggers in pharmacy and appropriate conditions are maintained to support potency of drugs * ensure all drugs are stored through use of shelving system within the pharmacy * work in liaison with CHD, WHO UNICEF and other partners in ensuring stock replenishment of key tracer drugs in the health facilities * Ensures reports are accurate, complete, valid and submitted timely on a monthly basis * Checks and dispense drugs as per prescription from the clinician/s * Register/record all patients and drugs dispensed * Together with the facility in-charge, generate monthly drugs consumption report at the end of every month * Keep drugs safe and on shelves in clean environment * To regularly check and remove expired drugs from the shelves * Hold the Dispensers accountable for drugs with limited prescription and on daily basis | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * ***Diploma in Pharmacy desired or Diploma in Nursing/clinical medicine*** * **Clinical Officer/ nurse with good background managing the PHC drugs supply** | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * 1-3 years’ experience in pharmacy management * Computer knowledge is desirable for this position.   **Desirable**   * Knowledge of local languages including Arabic. * Working experience in insecure and multicultural diverse setting | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies  and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |