

Pharmaceutical Assistant (G6)

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title	: Pharmaceutical Assistant
Reference No	: VN/UG/022/2022
Duty Station	: Kampala, Uganda
Classification	: General Service (G6)
Type of Appointment	: Fixed term, one year with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 09th December 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy and are considered as first-tier candidates

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ORGANIZATIONAL CONTEXT AND SCOPE

The International Organization for Migration (IOM) is committed to ensuring orderly and humane governance of migration, promoting international cooperation on migration issues, and assisting in the search for practical solutions to migration issues.

Under the overall supervision of the -Chief of Mission on administrative matter and the overall supervision of Chief Medical Officer on technical matter, the incumbent will assist in the management of drugs, vaccines, medical supplies, and equipment being used in IOM MHD Uganda

Core Functions / Responsibilities:

1. Assist in maintaining a system for the safe custody, storage and proper labelling of drugs, medical supplies, vaccines, and escort kits at the IOM Migration Health Assessment

Centers (MHAC) in Kampala, - Field Clinics and IOM Transit Center in Kampala. Complete the required documentation in accordance with the Pharmacy and Poisons Board as well as rules and regulations adopted by the Ministry of Health of Uganda

2. Support quality control by monitoring of the expiry dates of drugs, medical supplies and vaccines in coordination with the IOM focal staff with the drugs, medical supplies, vaccines and escort kits in various IOM Migration Health Assessment Centre and Transit centre.
3. Contribute to the analysis of data gathered from the drugs, medical supplies and vaccines and keep electronic and hard copies on file.
4. In coordination with the Regional Vaccination Coordinator – Africa, Migration Health Program Support Unit and Common Services (COS) Department, assist in preparing the required paperwork and documents in order to purchase, import, export and distribute drugs, medical supplies and vaccines within Uganda as well as keep updated records and lists of drugs, medical supplies and vaccines used by IOM.
5. Assist the Head, Migration Health Assessment Centre and the Regional Vaccination Coordinator - Africa in coordinating with local/national health authorities, physicians, pharmaceutical companies, hospitals and laboratories as needed.
6. Maintain and update records and database regarding the consumption of drugs, medical supplies and vaccines. Monitor expiring items and prepare lists of the same for timely donation. Provide technical information on donation and disposal of expiring drugs, medical items and vaccines based on Uganda's National Guidelines on Donations of Drugs and Medical Supplies.
7. In coordination with the Regional Vaccination Coordinator - Africa and the Head, Migration Health Assessment Centre consolidate and place quarterly orders for drugs, medical supplies and vaccines as requested by various MHD Indicate detailed specifications such as generic names, packaging, formulation, and other pertinent information required in the procurement of drugs, medical supplies/equipment, and vaccines to facilitate the procurement process.
8. In coordination with the Regional Vaccination Coordinator - Africa and the Head, Migration Health Assessment Centre, coordinate with local and international suppliers of drugs, vaccines, medical equipment/supplies; verify/check quality and costs of suppliers'

products; and make appropriate recommendations of reputable and reliable suppliers to COS and Migration Health Programme Support Unit.

9. Receive and inspect deliveries of drugs, medical supplies/equipment and vaccines and forward the certified delivery notes to COS for payment. Verify the proper packing of said items prior to distribution and shipment to - MHD Units in Kampala
10. Replenish and check the contents especially the expiry dates of drugs and medical supplies and condition of medical equipment of the medical escort kits before and after use by medical escorts based on the approved medical escort kit content list.
11. Maintain a clean and orderly pharmacy and medical supply storage unit for supplies for IOM Migration Health Programme Units.
12. Monitor validity of the National Drug Authority Uganda (NDA) registration of the Pharmacy premises in MHAC Uganda and coordinate timely annual calibration/servicing of all the relevant medical cold chain equipment.
13. Perform such other related duties that may be assigned by the supervisor.

Required Qualifications and Experience

Education

- Diploma in Pharmaceutical Technology from a recognized institution with four years' experience as a pharmaceutical technologist
- Valid registration with the Pharmacy council of Uganda

Experience

- At least 3 years' experience with drugs and vaccines in international organizations, NGOs or pharmaceutical companies will be an added advantage
- Additional training experience in purchase, import, export and distribution of drugs, medical supplies/equipment and vaccines will also be an added advantage.
- Fluent in English and Kiswahili. Ability and willingness to work in difficult areas/situations.
- Teamwork orientated, capacity to work independently, sensitive to gender issues, personal commitment, efficient and flexible.
- Good interpersonal relationship and ability to work in a multicultural environment.
- Good typing, writing, communication, and negotiation skills.
- Computer literate in Microsoft Word, Excel, and Access.

Languages

Fluency in English and working knowledge of other UN languages is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to apply:

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to huganda@iom.int no later than 09th December 2022. Reference Number and Position Title: **VN/UG/022/2022 – Pharmaceutical Assistant (G6)** should be specified in the SUBJECT field.

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Posting period:

From 25th November 2022 to 09th December 2022