

JOB DESCRIPTION

Job title:	Field Assistant - Dispenser	Location:	Aweil, South Sudan
Department:	Operations	Length of contract:	11 months
Role type:	National role	Grade:	4
Travel involved:	Limited travel up to 10%	Child safeguarding level:	2, moderate risk
Reporting to:	Programme officer – Clinical Officer	Direct reports:	NA

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication national and international advocacy and policy development

Country and project background

Malaria Consortium began activities in South Sudan in 2005, its main office is in Juba and sub offices in Aweil, Northern Bar el Ghazel, Jonglei and Upper Nile. Its programme areas include Integrated Community Case Management (ICCM), Boma Health Initiative, Nutrition for children under five years of age, health systems management, and LLIN mass distribution. We also work with the MoH on policy and guideline development. These programs are currently funded by UNICEF, Health Pooled Fund(HPF) and Global Fund.

The Health Pooled Fund is a consolidation of funding from the British Government's Department for International Development (DFID), the Government of Canada, the European Union, the Swedish International Development and Cooperation Agency (SIDA), and the United States Agency for International Development (USAID) and aims to support the Government of South Sudan in reducing maternal and infant mortality, ensuring universal coverage, and improving the overall health status as well as the quality of life of the South Sudanese population.

The Health Pooled Fund is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

The Essential Health Services Project (EHSP) is funded by UNICEF and aims to support the Government of South Sudan in reducing maternal and infant mortality through the delivery of low cost, high impact essential health services to about 2 million of the population living in the former Upper Nile and Jonglei States. The EHSP is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

Job Purpose.

The Dispenser is responsible for dispensing of drugs and keep correct and accurate records for the drugs dispensed.

Scope of work

The dispenser will provide medication to patients according to prescription, maintain drugs store and order drugs that are nearing stock out.

Key working relationships

Frequent interaction with the Medical logistician, CHD store keeper, Health facility staff

Key accountabilities

Dispensing of Drugs (90%)

- Dispensing prescribed medication to all patients seen by clinical officers
- Documentation of all dispensed medication.
- Routine stock check and proper record keeping.
- Request drugs for the health facility/ mobile Clinic.
- Ensuring that refrigerated items are stored at the appropriate temperature and maintaining the temperature control record/logbook
- Cleaning work surfaces and shelving on a regular basis and ensuring that that all dispensary equipment is kept clean and kept in good working order.
- Maintaining full and accurate records of all dispensing transactions.
- Dealing with queries from patients regarding their prescriptions.
- Dispense medication as stated on prescriptions, maintaining accurate dispensing records and ensuring that the medication is labeled with the correct drug name, strength, quantity, directions for use, patient's name and includes any additional required information.

Core competencies:

- Maintain minimum stock levels of medicines, checking expiry dates and storage conditions.
- Place accurate and timely orders to the Medical logistician receive deliveries of medication and other medical supplies adding them into register/computer control system
- Maintain dispensary equipment, ensuring it is clean, accurate and in a good state of repair.
- Carry out any other related duties as deemed necessary by the Health facility in charge or team leader

Reporting (10%)

- Consolidate Monthly stock status reports
- Submitting Monthly stock status report to the Medical Logistician

Person specification

Qualifications and experience:

Essential:

- Diploma in Nursing or Diploma in Pharmacy
- Work experience in related field
- Post holder should be able to read and write in English language
- Experience in data entry and Record Keeping

Desirable:

- Able to work under pressure and multitask in challenging circumstances
- Ability to work as part of a team with people in need, maintain strong relationships with community and partners

Work-based skills

Essential:

- Able to read and write in English language
- Good interpersonal skills
- Effective time management
- Ability to find solutions to complex problems in a challenging environment
- Good planning and organisation skills
- Attention to details
- Knowledge of local language in the area
- Positive attitude

Desirable:

- Able to work under pressure and multitask in challenging circumstances.
- Ability to work as part of a team with people in need, maintain strong relationships with community and partners

Delivering results

LEVEL A – Focuses on delivering contribution to Malaria Consortium and achieving own objectives

- ✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations
- ✓ Strong self-management of time and effort
- ✓ Checks own work to ensure quality

Analysis and use of information

LEVEL A - Gathers information and identifies problems effectively

- ✓ Interprets basic written information
- ✓ Attentive to detail
- ✓ Follows guidelines to identify issues
- ✓ Recognises problems within their remit
- ✓ Uses appropriate methods for gathering and summarising data

Interpersonal and communications

LEVEL B – Fosters two-ways communication

- ✓ Recalls others' main points and takes them into account in own communication
- ✓ Checks own understanding of others' communication by asking questions
- ✓ Maintains constructive, open and consistent communication with others
- ✓ Resolves minor misunderstandings and conflicts effectively

Collaboration and partnering

LEVEL A - Is a good and effective team player

- ✓ Is a good and effective team player
- ✓ Knows who their customers are and their requirements.
- ✓ Respects and listens to different views/opinions
- ✓ Actively collaborates across teams to achieve objectives and develop own thinking
- ✓ Proactive in providing and seeking support from team members

Leading and motivating people

LEVEL A - Open to learning, and responds positively to feedback

- ✓ Willingness to manage own development and performance
- ✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked
- ✓ Open to learning new things
- ✓ Responds positively to feedback from others
- ✓ Identifies mistakes and takes positive steps to improve

Flexibility/ adaptability

LEVEL A – Recognises own stress levels and adapts

- ✓ Recognises limitations and takes steps to manage any resulting pressure or stress
- ✓ Remains focused on objectives and goals in a rapidly changing environment
- ✓ Takes responsibility for own work and for the impact of own actions

Living the values

LEVEL A - Demonstrates Malaria Consortium values

- ✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders
- ✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values
- ✓ Treats all people with respect

Strategic planning and thinking and sector awareness

LEVEL A - Manages own workload effectively

- ✓ Plans and manages own workload effectively
- ✓ Is familiar with Malaria Consortium's mission and current strategic plan
- ✓ Understands own contribution to Malaria Consortium's objectives