



Career Opportunities

Position Title	: Pharmacist
No. of Post	: (1) Post
Report to	: Health Program Coordinator
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: D1
Benefit	: Salary + Staff house + Hardship Allowance +Additional Allowance+ Insurance +Communication Charges + Travelling Allowance + Home Return Leave / Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (18/06/2019), 16:30

Program Background: In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, MRCS has initiated Branch Capacity Building Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit.

Purpose of this position: The Pharmacy is a member of one of the MRCS mobile clinic teams operation in Maungdaw Township, Rakhine State, providing primary medical care to populations affected by communal conflict and displacement. To lead and carry out all Pharmacy related tasks and supervise proper storage of Drugs and Medical equipment in the warehouse and storage place.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

Duties & Responsibilities

1. To ensure medical supplies (including equipment) are kept in optimal /appropriate conditions according to Pharmacy procedures/guidelines.
2. To supervise kitting, packaging of medical supplies following standard Merlin logistics procedures and according to the PHC plan for distribution to various stakeholders.
3. To manage warehousing and stock control of medical supplies with, where necessary, other staff.
4. To provide technical support to the Logistics Officer in drug stock management, (e.g. organizing the medical warehouse, ensuring good storage conditions, undertaking expiry management, and producing a quarterly physical inventory).
5. To prepare monthly reports of expiry, distribution, consumption etc.
6. To ensure all medical items are stored in appropriate condition and according to donor, categorised in alphabetical order and following a first in/ first out system.
7. To issue Mobile Clinic's drugs to Mobile Clinic staff based on the consumption pattern reported.
8. To be responsible for organising and managing kitting/packaging of medical items planned for dispatch and ensuring kits contain the standard list of items for distribution to Mobile Clinic's staff.
9. To prepare the waybills and donation certificates for drug kits.
10. To work together with logistics (Fleet) to ensure that medical supplies are transported according to the distribution plan.
11. To monitor stock status, consumption and the expiry date of the drugs to avoid stock rupture and overstock.
12. To be responsible for the timely alert of stock out and of any shortages or discrepancies in the stock records.
13. To make periodic checks (including physical counting) of medical items and report any fault finding to the Health Program Coordinator.

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14. To request drugs and others medical supplies for Mobile Clinics to UNOPS on quarterly basis.
15. To work together with the Program Health Coordinator on distribution plans.
16. To prepare monthly expiry reports, analyze consumption rates and stock balances and arrange redistribution, donation or disposal etc. in consultation with the Health Program Coordinator.
17. To conduct relevant training for the Mobile Health Clinic program team and Volunteers in collaboration with OM Unit and Health Department.
18. To be prepared to work extra hours when required and demonstrate time flexibility.
19. Due to the nature of the tasks to be performed, confidentiality is a requirement.
20. Carry out any other tasks assigned by supervisor.

Skills and Competencies Requirement

- **Must be a Myanmar National**
- **Age Under 50 years old**
- Bachelor degree in Pharmacy
- One year working experience as Pharmacist
- Previous working experience in INGO/NGO in similar field
- Good understanding of supply chain management system and warehouse management
- Prefer Diploma or certificate in supply chain management system/warehouse management
- Able to work with different communities in sensitive situations;
- Good negotiation skills
- Ability to communicate in English easily
- Ability to use Basic Computer package especially Microsoft excel
- **Previous Civil Servants need to have official clearance letter**

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

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Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: mrcshrrecruitment@gmail.com

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botahtaung Township, Yangon. (or)

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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