



Myanmar Red Cross Society

Career Opportunities

Position Title	: Pharmacist
No. of Post	: (1) Post
Report to	: Health Program Coordinator
Department	: Rakhine Operations Management Unit
Program	: Provision of Mobile Health Clinic Services
Duty Station	: Sittwe
Grade	: D-1
Benefit Packages	: Salary + Staff house + Hardship Area Allowance + Insurance +Communication Charges + Travelling Allowance+ Home Return Leave /Annual Leave+ Quarantine Leave + Casual Leave+ Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (30/11/2021), 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Brief Intro About Department or Program/Project

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 ICRC, IFRC and other partner national societies, MRCS has initiated Branch Capacity

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Building Development program in Sittwe, Ponnagyun, Kyauktaw, Mrauk-U, Minbya, Pauktaw, Maungdaw, Buthidaung, and Rathedaung Townships. MRCS is setting up Operation Management Unit. Sittwe Township area are under the management of Sittwe Hub office. MRCS in collaboration with the Norwegian Red Cross is planning on implementing a Health programme in Central Rakhine State. The program seeks to contribute primary health care services to communities both directly and indirectly affected by communal violence. The project will target Sittwe township in Rakhine State. The project will strengthen Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through primary health care services, training and awareness building. The project will also seek to address an observed need of health services and lack of awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking a **Pharmacist** to join this team. Program period is initial three months and high possibility of extension as long-term program.

Job purpose/ objective

Purpose of this position: The Pharmacist is a member of one of the MRCS mobile clinic team's operations in Sittwe Township, Rakhine State, providing primary medical care to populations affected by communal conflict and displacement. He/She take to lead and carry out all Pharmacy related tasks and technical support proper storage of Drugs and Medical equipment in the warehouse and storage place. This position will be based in Sittwe, as part of the Rakhine Operations Management Unit, and will work under the direct supervision of Health Program Coordinator.

1. Job duties and responsibilities

1. Ensure MRCS policies and guidelines are properly followed.
2. To ensure medical supplies (including equipment) are kept in optimal /appropriate conditions according to Pharmacy procedures/guidelines.

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3. To supervise kitting, packaging of medical supplies following standard MOHS Supply Chain Management Guideline (2016) and according to the Mobile Health Clinic plan for distribution to various stakeholders.
4. To manage warehousing and stock control of medical supplies with, where necessary, other staff.
5. To provide technical support to the Data Management Officer/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).
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 Officer to ensure that medical supplies are transported according to the Mobile Health Clinic 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.
14. To request drugs and others medical supplies for Mobile Clinics to MRCS Operation Management Unit and MRCS Logistics Department on quarterly basis.
15. To work together with the Program Health Coordinator on distribution plans.

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16. To conduct relevant training for the Mobile Health Clinic program team and Volunteers in collaboration with Operations Management Unit and Health Department.
17. To be prepared to work extra hours when required and demonstrate time flexibility.
18. Due to the nature of the tasks to be performed, confidentiality is a requirement.
19. Ensure that program implementation is in line with MRCS strategy, policies and the red cross fundamental principles, prevention of fraud and corruption guidelines, staff regulations and code of conduct.
20. Carry out any other tasks assigned by Hub Manager.

Reporting

21. To prepare monthly quarterly, mid-term and annual expiry reports, analyse consumption rates and stock balances and arrange redistribution, donation or disposal etc. in consultation with the Health Program Coordinator.
22. To prepare monthly reports of inventory, expiry, distribution, consumption etc and submit to Health Program Coordinator before the agree deadlines.
23. Make sure the daily situation report, other data and information submit to the Hub Manager as necessary.
24. Maintain all hard and soft copy files of the program.
25. Provide update data and information of program activities and regular submit to Hub Manager.

Coordination and Collaboration

26. In close coordination and consultation with State/Township Health Department, to request drugs and others medical supplies
27. In line with MRCS policy and guidelines, coordinate and support to Township

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- Health Department request and necessary
28. Work in close coordination and cooperation with management & supporting team and actively share information and resources.
29. Coordinate with MRCS Health department for technical support to mobile clinic and effective clinical care for the patients.
30. Participates in coordination meeting and provide information as needed and to keep updated information of current issues and trends related to the responsibilities of the job.

Skills, Competencies and Requirements

- **Bachelor Degree in Pharmacy**
- One year working experience with another INGO/Local NGO in mobile clinic and Government staff experience is preferable Previous experience of working in Rakhine would be advantageous
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- Experience of working with communities in conflicts/disasters
- **Permission order on resignation from respective line department/military is to be attached if the applicant has ever served in a government department/ military**
- Good knowledge of Pharmacy using in Primary Health care and clinical medicine
- Good knowledge of Pharmacy store and stock maintenance
- Good knowledge of Rakhine local context and situation of conflicts/disaster
- Good Personality and professional ethics
- Should have strong facilitation, communication, coordination and interpersonal skills

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- Computer literacy (Word, Excel, Power Point) in both Myanmar and English and data management skills
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live-in stressful situations
- Ability to travel frequently to program sites
- Ability to work effectively with the two ethnic communities in the state and international staffs
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Interest in learning about the Red Cross/Red Crescent Movement
- Shall be free from party politics
- Strong interpersonal and good communication skills including oral and written intermediate level English language skills

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society

Bawdi street, Kaypyin Gyi quarter,

Sittwe Township, Rakhine State. (or)

Email: mrcshrsittwe@redcross.org.mm

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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