

Posting Title : PHARMACY TECHNICIAN, G6
Job Code Title : PHARMACY TECHNICIAN
Department/ Office : United Nations Interim Force in Lebanon
Duty Station : NAQOURA
Posting Period : 20 June 2022 - 19 July 2022
Job Opening number : 22-MED-UNIFIL-179075-R-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the Pharmacy and Medical warehouse of Medical Section located in United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Civilian Medical Officer or his/her designate.

Responsibilities

1-Patient Services:

- Offer day-to-day advice on pharmaceutical issues.
- Supply medication and medical related items to UN staff providing adequate expertise and explanation on consumption and usage directions.
- Provide clients with pharmacological explanations of drugs and warn of risks.
- Prepare and distribute individual first aid medical kits to UN staff and provide administrative support in maintaining the records and statistics on the kits

2-Inventory and administration:

- Plan and facilitate an unimpeded supply of drugs, medical supplies, medical consumables, vaccines, condoms (male and female) and blood in the Mission.
- Pre-pack medication in order to improve the service and avoid long queues .
- Maintain and monitor the inventory of the Pharmacy and enter all related data on UMOJA
- Provide support and defining specification of drugs, medical consumables and medical equipment.
- Coordinate day to day activities of the pharmacy and medical warehouse of the Medical

Section.

- Prepare the monthly write-off of expired items, such as drugs, medical supplies and medical consumables in the pharmacy and warehouse and submit a report documenting the write-offs.
- Maintain and keep up to date files pertaining to the pharmacy including Narcotic Drugs files.
- Maintain and secure proper storing conditions of drugs, medical supplies, vaccines and consumables in the pharmacy
- Inspect all items delivered to the Medical Pharmacy.
- Pack and prepare medical supplies and medical consumables for distribution to various sectors as requested.
- Coordinate the transportation of medical items to be dispatched to all sectors.
- Prepare and package drugs, medical supplies and equipment for onward transfer to mission clinics located in different regions within the mission area.
- Plan and facilitate an unimpeded supply of drugs, medical supplies, medical consumable, based on generic drugs on regular basis
- Advise on day-to-day pharmaceutical products.
- Prepare pharmaceutical item issued vouchers to clinics and hospitals
- Check on pharmaceutical issues, medical supplies, drugs, medical consumables and laboratory agents in the Medical Section.
- Ensure that shelves are clean from the expired drugs and Medical supplies including laboratory reagents.
- Ensure that medicines are arranged on the shelves and specific locations by therapeutic class and alphabetical order by generic name.
- Assist in the over all management of Infectious and pharmaceutical waste

3-Liaison with Local Authorities:

- liaison with Local Authorities such as Lebanese MoPH for drugs, vaccines and narcotics supply, guidance on important protocols and others pharmaceutical and health matters

4-Procurement related tasks

- Purchase of Medical supplies and consumables from Local Market when and as required
- Draft of Scope of Work and Statement of Requirement and technical specification for procurement of Medical supplies and related services
- Conduct Technical Evaluation for received offers
- Liaise with MoPH for procurement of Narcotics and vaccines supply.

Competencies

Professionalism: Knowledge of international standards of pharmaceutical quality systems. Knowledge and application of ethical principles necessary to ensure the quality of care extended to the patients. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by

professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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Planning and organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Accountability: Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

High school diploma and diploma in Pharmaceutical Studies of equivalent is required. Bachelor's degree or equivalent in Pharmacy and Pharmaceutical Chemistry from an accredited University is desirable.

Job Specific Qualifications

Work Experience

At least Seven (07) Years of progressively responsible experience in pharmaceutical field is required.

At least 3 years of experience in Systems Applications and Products (SAP), Enterprise resource planning (ERP) is required.

At least 03 years of experience in Supply Chain Management (planning , purchase, distribution and inventory) is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required; and knowledge of French is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under 'attachments' of your application in Inspira.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and

women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.