



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-09-077

VA Issuance Date: 17 December 2009

Deadline for Applications: Open¹

The United Nations Mission in Sudan is seeking for qualified candidates for the following positions:

Title: Pharmacist (Assistant)	Grade: GL-5	Region: (please indicate preference in application): Khartoum
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply</i> ²		

¹ Vacancy will remain open for at least two weeks, or until it is filled. Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

Duties and Responsibilities

Within delegated authority and under the direct supervision of the UNMIS Pharmacist, the Pharmacist Assistant will be responsible for the following:

- Act as the focal point for support and maintenance of the Medical Warehouse facilities and supplies (equipment, consumables, drugs) whilst ensuring optimal preservation of the goods according to the required temperature storage conditions and preservation of the required hygiene standards.
- Assist in establishing control procedures as per the Pharmacist's advice ensuring all medical supplies are maintained in accordance with manufacturer's recommendations.
- Coordinate/liaise with Engineering Section for repair and maintenance of equipment if applicable.
- Assist in the physical verification of the inventory on a regular and as and when required basis.
- Assist with organizing and controlling the receipt of equipment at the medical warehouse facilities whilst guaranteeing optimal usage of space.
- Arrange for regional distribution of medical items as per the Pharmacist's instructions. Duties include production of the required Cargo Movement Requests, packing and labelling of cargo and liaison with General Services/Supply Section for the provision of services to be rendered by Individual Contractors.
- Follow-up and monitor reception of medical consignments at regional level following distribution from medical warehouse.
- Issue, update and maintain store ledgers.

- Production of regular inventory reports as directed.
- Other tasks may be required.

Competencies:

Professionalism: Knowledge and hands on experience in pharmaceuticals and medical equipment.

Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor own work plan.

Teamwork - Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Communication: Good interpersonal and oral and written communication skills.

Commitment to Continuous Learning: Willingness to learn and keep abreast of new developments in the medical field.

Technological Awareness: Solid computer skills and good knowledge of relevant medical databases.

Qualifications and Experience:

Education: Pharmaceutical degree from an accredited college or school of pharmacy and/or Technical Diploma/Certification in medical logistics or related technical areas. High School diploma or equivalent.

Experience: Minimum of five (5) years of progressively responsible relevant experience in the medical/pharmaceutical field. Experience with UN/NGO or other international bodies is an added asset.

Languages: Fluency in spoken and written Arabic and English. Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form ([P-11](#));
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit two (2) most recent performance evaluations.

By email:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.G. UNMIS-GS-09-077

General Services: unmis-recruitmentgs@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)
Ebeid Khatim Street
Khartoum, 11111,
Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, El Obeid, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and Port Sudan

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200