

# JOB DESCRIPTION

## Preliminary Job Information

<b>Job Title</b>	<b>PHARMACIST</b>
<b>Country &amp; Base of posting</b>	<b>KABUL, AFGHANISTAN</b>
<b>Reports to</b>	<b>MEDICAL COORDINATOR</b>
<b>Duration of Mission</b>	<b>3 months</b>

## General Information on the Mission

### Context

**Première Urgence Internationale (PUI)** is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 190 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Afghan mission is the oldest PUI mission, with first medical intervention launched in 1980 just after the Soviet Invasion. Since then, the country has mostly been in conflict, with both national armed groups and international forces, causing mass casualties and massive movements of population, within or out of the countries: out of the 30 millions in country population, 805.000 are registered as IDPs. 272.000 since January 2015, 3.703.000 Afghan refugees are registered in foreign countries (UNHCR, 2015).

The achievements realized by the international community following the post-2001 intervention are now endangered by the expansion of conflict and violence and fragile governance. With the armed opposition slowly expanding its area of influence the number of civilian casualties reaches new high every year. Despite continuous extended military, financial and political support, the still fragile Government of Afghanistan struggle to impose its vision of development.

Economical stagnation, unemployment and increased pressure on the delivery of services due to high rates of internal displacement and return are pushing many Afghans to risk their lives fleeing to Europe, as they see no future in Afghanistan; In this scenario, with elevated pressure on aid actors, attacks have not spared the humanitarian community: only earlier in 2017 workers from humanitarian organizations had been killed and kidnapped in several parties of the country, jeopardizing the capacity to deliver to the most in need in remote areas. There is then a humanitarian crisis looming as actors are overstretched and resources oriented to other crises and access on field is jeopardized by conflict and presence of armed opposition groups. The humanitarian caseload is increasing on a yearly basis and this requires high organizational capacity to deliver aid in such a complex environment.

### PUI's strategy/position in the country

PUI strategy is to address the fundamental needs of the Afghan population in respect with all humanitarian principles. Indeed, Neutrality and impartiality are key principles to respect in order to enable humanitarian access to the affected populations.

PUI has a strong health expertise in the country that can be used as an entry point to implement an integrated approach to support the population to regain their most basic needs and also to their self-sufficiency. Indeed, such problems as malnutrition and undernutrition request a multi sectoral and comprehensive response in order to decrease the prevalence of the phenomenon.

Since the beginning of 2013, PUI in Afghanistan decided to start interventions on emergency preparedness and medical interventions for conflict-affected populations. With constant increasing of civilian casualties during from January 2014 to June 2015 (4.900 registered during the first 2015 semester), it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to implement responses to population displacements.

Due to the violent recent history of the country and the constantly increasing number of security incidents in the country, PUI is developing an advocacy plan for development of PFA in the country, in order to support the development of such activity countrywide.

From end of 2016 a larger multi-sector emergency response approach has been put in place, following a surge in return from Pakistan. Interventions in WASH and NFI have been initiated in the Eastern Region specifically, with the aim to develop such capacity at national level as well and expand similar activities to other areas where needs are present.

Following years of development efforts, and the strengthening of the health system; there is now the need to return to more sustained humanitarian emergency interventions following the recent IDP and returnees crises, with the need to deliver integrated multi-sector interventions.

### **History of the mission and current programs**

Prior to the Première Urgence Internationale (PUI) merger, AMI had been present among local populations in Afghanistan since 1980 for health programs. To be noted that PUI remains to be called PU-AMI in Afghanistan. Currently, the organization is running the following programs:

#### **BPHS Project in Kunar province:**

Since 2003, PUI has been implementing the Basic Package of Health Services (BPHS) and the Essential Package of Health Services (EPHS) in collaboration with the Afghan Ministry of Public Health, in different provinces. Currently, PUI implements the BPHS in Kunar, running in total 58 health facilities and employing more than 500 health and support staff.

#### **Emergency life-saving intervention in Kunar and Nangahar provinces:**

This program funded by ECHO started in May 2013. Preparing for a possible escalation of the conflict in the province, senior medical staff are trained on emergency medical care and will replicate the trainings to the staff of selected BPHS health facilities. Specific operational plans with definition of early warning systems are developed. With the evolution of the context PUI is scaling-up its emergency activities in Nangarhar as well, extending the successful interventions in Kunar and with additional tailored activities in assistance to IDPs.

Although Afghanistan has been almost continuously at war for the last 3 decades (exception of the Taliban Regime 1995-2001) with high trauma caseload and indiscriminate targeting between civilians and fighters, Psychosocial First Aid is very little developed. This can be explained by the overall destruction of the Health system after soviet invasion, and the many challenges linked with the rebuilding enterprise throughout BPHS and EPHS services.

As BPHS implementer in Kunar Province, PUI is working with 58 health Facilities to provide Basic Primary Healthcare services. Linked with continuous fights in the areas and increasing pressure from AOGs on strategic axis and locations, trauma caseload has been increasing as well.

Integrated to health services developed at community or health facility level, PUI has been developing, first as a pilot project, the provision of Psycho-social First Aid/ psychosocial support.

Although Psychological trauma largely remains a taboo and that resilience of population in Afghanistan seems quite high, it however highlights the need for PFA in order to decrease the risk of mental disorders and to document the causes of trauma as well.

#### **Nutrition programmes in Kunar province:**

While Chronic Malnutrition is a major health public issue at the national level, Global Acute Malnutrition also is a major challenge for health stakeholders. PUI then receives the support of the World Food Program, UNICEF, and CHF for the implementation of an Integrated Management of Acute Malnutrition programme covering the whole province of Kunar where SAM rate (6-59 months population considered) is constantly above 2% and GAM rate above the alert threshold.

### **Configuration of the mission**

<b>BUDGET 2016</b>	<b>8 MILLION EUROS</b>
<b>BASES</b>	Kabul city, coordination office, Jalalabad (Nangahar office), Assadabad (Kunar Sub base)
<b>NUMBER OF EXPATRIATES</b>	6
<b>NUMBER OF NATIONAL STAFF</b>	650
<b>NUMBER OF CURRENT PROJECTS</b>	8
<b>MAIN PARTNERS</b>	UNICEF, WFP, ECHO, MOPH, CHF, WHI
<b>ACTIVITY SECTORS</b>	Health, Nutrition
<b>EXPATRIATE TEAM ON-SITE</b>	Acting Head of Mission/Logistics Coordinator — Finance & Administrative Coordinator — Medical Coordinator - Emergency Coordinator - Health ERM Advisor - Grants Officer To be coming soon: Mental Health/PFA Advisor

## Job Description

### Overall objective

Under the supervision of the Medical Coordinator, the Pharmacy Advisor provides technical support to the medical department to ensure the overall functioning of the PUI pharmacies at central, base and project level, securing an adequate and timely supply of quality medications, medical consumables and medical equipment to PUI projects.

In collaboration with the medical and logistic departments he/she will review current process and management organization and will provide guidance to improve proper pharmaceutical management (procurement, storage, distribution, inventory, consumption, and data management) for the entire mission, both at the coordination level and at operational bases.

The Pharmacy Advisor will work closely with the medical department and the logistics team, but also with the project team, to ensure the supply chain drugs, consumables and medical items is timely, reliable and well documented at all levels.

Following the work recently done by a Pharmacist Advisor over 3 months (from Aug. to Nov. 2017), the implementations of his recommendations, guidelines and Standards of Procedures (SOP) will be enforced and monitored at all levels. Additional SoP will be developed.

### Specific objectives and linked activities

#### 1. DATA COLLECTION, TREATMENT AND ANALYSIS

- Review with the medical department and program team, mechanism of supervision of data collection (in / out, consumption) of bases and health facilities in order to ensure accurate data entry into the pharmacy management software (currently tools on excel software).
- Support the medical department and program team in data analysis to optimize the management of drugs and medical supplies (needs assessment, purchase, control, supply, consumption, rational use, cold chain, expiry dates, overstock/shortage etc.).
- Ensure regular and appropriate use of the management documentation (inventory records, delivery notes, computer tools etc.) submitted by Logistics, Pharmacists and Storekeeper in the bases.
- Work in collaboration with the medical department and program team to check, in relation to epidemiological data, the stocks status and the consumptions and assess the appropriateness of prescriptions.
- Follow up and ensure that recommendations from past Pharmacist Advisor are applied, based on produced reports and related to new procedures such as tools for drug shortage, or catalogue

#### 2. SUPPLY MANAGEMENT AT MISSION LEVEL

- Work with program team, logistic, and medical departments for the procurement planning and purchase of drugs, consumables and equipment, in accordance with PUI, donors procedures and project timeframe
- Ensure that local supplier assessment done in September/October 2017 is respected and capitalized at mission level.
- Conduct regular supplier assessment according to the evolution of the context and in close collaboration with HQ pharmacist.
- Follow up the process of framework contract with local supplier and work in collaboration with the logistic department
- Follow up the process for international supply in close collaboration with the logistic department; Assist in international procurement preparation and management, especially regarding customs clearance
- Follow up the process for donation at local level in close collaboration with the logistic department and key stakeholders
- Build capacity of the National Pharmacy Manager on the suppliers' assessment process, in continuity to past efforts and in relation with the medical coordinator and PUI pharmacist at HQ level

#### 3. STOCKS MANAGEMENT

- In collaboration with the medical department and the program team, review the stock management process, provide guidance for quality improvement and ensure that existing SoP are enforced.
- Support the medical department and the program team in the supervision of physical inventory and conduct random checks. In the case of discrepancies between physical inventory and theoretical stock, investigate with the medical department and the program team.
- Ensure with the medical department, the program team and the logistic team the adequate storage (temperature, humidity, light and safety), management (storage, classification, labeling) and security (store access, key holders) according to PUI pharmacy procedures.
- Support the medical department and the program team in the monitoring of stock management of the base pharmacies and health facilities, in collaboration with project managers and project pharmacists. Particular attention to be paid on recent changes such as Min/Max level and days of shortages monitoring.
- Ensure with Pharmacy Unit monitoring of stock levels, implement buffer stocks and warning system prior regards shortage in stock ; ensure that developed procedures for drug shortage and alerts are in place
- Ensure with the medical department and the program team that expired or damaged items are properly put in quarantine and ensure their effective destruction.
- Ensure pharmacovigilance including the immediate report of any problem with the quality of a drug in accordance with PUI pharmaceutical management procedures.

<b>4. SUPPLY MANAGEMENT OF BASES AND HEALTH STRUCTURES</b> <ul style="list-style-type: none"> <li>Support the medical department and the program team in the drugs need estimate process, and verification and validation of the relevance of orders received.</li> <li>Review with the medical department and the program team the management process and follow up at health facilities level.</li> </ul>
<b>5. TECHNICAL SUPPORT</b> <ul style="list-style-type: none"> <li>Provide training and technical support to the logistic department, the medical department and the program team according to the need identified. A capacity building plan has been drafted at mission level and should be implemented accordingly.</li> <li>Support the program team in the provision of technical support to staff in charge of pharmacies at bases level.</li> <li>Conduct field visits frequently to ensure proper management of drugs at both base pharmacies as well as health facilities.</li> <li>In collaboration with the logistic department and the National Pharmacy Manager, conduct the evaluation of Jalalabad and Assad Abad warehouses using PUI assessment tool.</li> </ul>
<b>6. REPORTING / MEETING</b> <ul style="list-style-type: none"> <li>Review with the medical department and the program team the reporting mechanisms and provide guidance for improvement if needed. Take into consideration lessons learned and recommendations from past analysis and ensure continuity in efforts launched at mission level</li> <li>Participate in team meetings, when required, such as medical team meeting, coordination meeting or base meeting</li> <li>Participate in external meetings related to pharmacy and PUI projects (Health Cluster, etc.) when relevant.</li> <li>Assist the National Pharmacy Manager in his participation to the pharmacy cluster to be set up.</li> </ul>
<b>Team Management</b>
Number of Staff to manage: <ul style="list-style-type: none"> <li>Direct management: None</li> <li>Indirect/technical management: 1 National Pharmacy Manager</li> </ul>
<b>Other Interfaces</b>
<ul style="list-style-type: none"> <li>Internal: Head of Mission/Logistics Coordinator, medical department team members, ERM / HERM team, program team on the field, finance coordinator</li> <li>External : Local Health Authorities, INGO, technical committee</li> </ul>

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
<b>TRAINING</b>	Pharmacy Degree Medical Degree	
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>Humanitarian</li> <li>International</li> <li>Technical</li> </ul>	X X Pharmacy management	
<b>KNOWLEDGE &amp; SKILLS</b>	Good training skills, knowledge of project management	Knowledge of procedures of institutional donors ECHO, UN agencies, etc)
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>French</li> <li>English</li> <li>Other (please specify)</li> </ul>	<b>Mandatory</b>	
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>Pack Office (Word, Excel)</li> <li>Advanced excel</li> </ul>	X X	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)
<ul style="list-style-type: none"> <li>▶ Ability to work independently, take the initiative and take responsibility</li> <li>▶ Resilience to stress</li> <li>▶ Diplomacy and open-mindedness</li> <li>▶ Good analytical skills</li> <li>▶ Organization and ability to manage priorities</li> <li>▶ Proactive approach to making proposals and identifying solutions</li> <li>▶ Ability to work and manage professionally and maturely</li> <li>▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics</li> </ul>

Proposed terms
<b>Status</b>
▶ <b>Employed</b> with a Fixed-Term Contract
<b>Compensation</b>
▶ <b>MONTHLY GROSS INCOME:</b> from 1 815 up to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI
<b>Benefits</b>
<ul style="list-style-type: none"> <li>▶ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE:</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING</b> in collective accommodation</li> <li>▶ <b>DAILY LIVING EXPENSES:</b> (« Per diem »)</li> <li>▶ <b>BREAK POLICY:</b> 5 working days at 3 and 9 months + break allowance</li> <li>▶ <b>PAID LEAVES POLICY:</b> 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>