



### **General information**

**Position Title:** Pharmacist/Medical Logistician

**Country:** Central African Republic

**Base:** Bangui with regular travels to field locations

**Duration:** 6 months (extendable in line with expected further donor support in 2024)

**Start Date:** January 2024

**Closing date of applications:** 30<sup>th</sup> November 2023

**Reporting to:** Technical Programme Manager

#### **Job requirements:**

- Essential: Bachelor (minimum) or Masters (preferred) degree in Pharmacy
- Desirable: Specialized in training in humanitarian logistics health supply management and pharmaceuticals.
- Knowledge of the humanitarian supply chain management system.
- Excellent interpersonal communication, writing skills, discretion, tact and diplomacy
- Essential: Proven training skills/competence
- Experienced with NGO working environments and standard procedures
- Solid report writing skills
- Prior experience working in humanitarian complicated security contexts will be an asset
- Solid team management and leadership skills
- Fluency in French, B2 level English (written and spoken).

***The Mentor Initiative is an equal opportunity employer and value diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.***

***The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.***

***The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.***

To apply, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: [recruitment@mentor-initiative.org](mailto:recruitment@mentor-initiative.org)

The MENTOR Initiative is one of the world's leading non-profit organisation dedicated to the control of malaria and other vector borne diseases in emergency settings, operating across countries in west, central, and eastern Africa, the Middle East and South America. The organisation directly delivers large scale disease control interventions to the most vulnerable communities caught up in emergencies, and in parallel, also works to build the technical and operational capacity of local and international partners on the ground, to incorporate medium- and long-term disease control systems into their operations and country strategy.

The MENTOR Initiative is looking for a highly motivated, dynamic and skilled person as its Pharmacist/Medical Logistician for its CAR programmes.

MENTOR has worked in CAR since 2008, instigating an effective and innovative community healthcare approach across the North-West of the country. This approach allows for primary healthcare to be delivered to the most remote rural communities. The MENTOR Initiative has been setting up networks of community health workers (CHWs). Additionally, primary health structures are supported by MENTOR in all these sub-prefectures. More than 200,000 children are treated annually on average, further increasing since 2021 as activities expanded into the central-south part of the country. The primary is on mothers and children under five, and Mentor's community-based public health care is based on the interdependent sectors of health, water, sanitation and hygiene (WASH).

## **TERMS OF REFERENCE**

### **Pharmacist/Medical Logistician**

Pharmaceutical services are an essential part of Mentor's operation in Central African Republic (CAR), be it in emergency settings or regular health care services, or specifically for displaced populations or communities. In the Central African Republic context, known for its displaced communities and humanitarian access constraints, the provision of medicines and medical material to health facilities and community healthcare workers is serious challenge. As a Pharmacist/Medical Logistician you will be responsible for the set up and improvement of the medical supply chain from procurement, via storage and transport to disposal of (unwanted, unused and expired) medical waste. This will require the Pharmacist / Medical Logistician to calculate all long-term drug and disposables needs as accurately as possible.

As in other humanitarian health programmes, the logic behind setting up and managing a pharmacy should also apply in CAR, regardless of its capacity, scope or the level of care in which it operates. The same tasks and strategies apply to all situations: the pharmacist/medical logistician, in consultation with the technical coordinators in the field and the coordinators in the capital, must purchase the medicines, organise the necessary logistics, stock management and storage conditions, and promote the rational use of these medicines.

#### **Tasks and responsibilities:**

##### **Pharmacy storage implementation**

- Assess storage capacity at national level and draw up an improvement plan.
- Identify and design storage space / pharmacy for medical supplies and medicines at capital level.
- Ensure the proper design of a main pharmacy that supplies all end-user pharmacies in the field. As a minimum, final plans should include entry and exit areas, a workstation, a cold chain (where appropriate) and secure locations for controlled drugs.
- Ensuring optimal storage conditions for medicines and medical equipment by establishing protocols that include the essential basics of storage (temperature control, humidity, layout, ventilation and safety/security).

### **Procurement follow up**

- Support the international procurement department in finalising international medical orders.
- Support the international procurement department in monitoring the international transport of medicines and helping in the custom clearance process.
- Support the Supply Chain Manager in planning and implementation of the medical supplies for the various projects.

### **Pharmacy monitoring**

- In close collaboration with the Technical Coordinators, ensure that the national list of essential medicines is used to guide purchasing for all medical activities, in order to reduce costs and enable rational use of medicines.
- Ensure optimal tracking for medical orders where possible, in order to achieve rational consumption (one size for medical supplies, one dosage for children and adults, etc.).
- Support the storage, distribution and rational use of products in the country as part of various projects (e.g. UNICEF, FCDO, BHA, etc.).
- Support and strengthen pre- and post-distribution monitoring activities, in particular by compiling stock movement reports, monitoring consumption reports and ensuring the rational use of medicines and supplies distributed in the form of standard or self-assembled emergency health kits.

### **Human Resources**

- Recruit and lead staff as necessary, according to the MENTOR recruitment guidelines.
- Ensure annual performance review for the employees under his/her supervision.
- Ensure the ongoing capacity building of national health staff, supportive supervision and individual development plans.
- Ensure appropriate support by mentoring through regular field visits.