

# SENIOR PHARMACIST NATIONAL COORDINATOR

## The Organisation

Our client is a donor-funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). Our client deploys staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS. Their goal is to increase the human capacity needed to provide HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic. Further to this, our client seeks to support and assist such countries and regions in their development of locally-determined health care worker systems to become optimally resourced, highly responsive, and self-sustaining.

## The Region

Windhoek Directorate of Special Programmes Office

## The Position

As a Senior Pharmacist National Coordinator, the successful candidate will be responsible for coordinating all pharmaceutical-related activities within the division and work closely with the Pharmacist National Coordinator. The incumbent will work with the pharmaceutical team, Central Medical Stores, and partners in planning, forecasting, quantification, and procurement of HIV and TB related medicines. The incumbent will also work closely with the pharmaceutical team to ensure a redesigned electronic dispensing tool (EDT) is functional and responding well to program reporting needs. Moreover, the successful candidate will be required to monitor and promptly respond to challenges related to the supply chain and stock levels at facilities. The incumbent will act as the main focal point between the pharmaceutical services, TB and HIV Programs, and Partners. The incumbent will also be responsible for providing supervisory support to the Pharmacist National Coordinator and regional pharmacy teams.

### Key Focus Areas

#### Program Management

- Ensure coordination of all pharmaceutical services in the Directorate of Special programs (DSP) in the TB and HIV units.
- Coordinate and collaborate with the pharmaceutical services division, Central Medical Stores, MoHSS Regional staff and, Partners on supply logistics.
- Participate in planning, forecasting, and procurement of commodities for the HIV and TB programs.
- Plan and coordinate regular and routine meetings (including ad hoc meetings when necessary) with all pharmaceutical partners to ensure continued and uninterrupted supplies of medicine.
- Participate in different Technical Working Groups, Technical Advisory Committees, and Taskforces to ensure that matters related to pharmaceuticals are addressed and considered.
- Develop guidelines, standard operating procedures, and circulars to ensure quality services are implemented.
- Provide support to ART and TB pharmaceutical services at Regional and District level
- Coordinate the introduction of new technologies and improve service delivery.

#### Monitoring and Evaluation and Program Reporting

- Improve access to quality data on ART and TB commodities for decision making at all levels (program and facility levels).
- Work closely with the pharmaceutical team to ensure a redesigned EDT is functional and responding to program reporting needs.
- Collaborate with the pharmaceutical team regularly to ensure the EDT national database is up to date.
- Analyse data from EDT regularly, including the comparison with the ePMS system.
- Collaborate with the Response Monitoring and Evaluation subdivision unit in data and program management.
- Compile regular and annual reports for the section.

#### Administration and operations

- Coordinate activities with all the different divisions and entities, including the pharmaceutical division and all the national and international partners.
- Support the budgeting processes to ensure adequate resources are available to implement all activities.
- Establish relationships with local and international partners and organisations to enable collaboration (including other government entities and departments).
- Planning, conducting, and managing meetings, conference calls, and correspondences to support the program's initiatives.
- Provide supervisory support to other national pharmacy staff within DSP.

#### Training

- Develop and review training curricula and materials to support pharmaceutical activities, including using the Project ECHO to disseminate information.
- Assist in training health care workers in both on and off-site training sessions.
- Provide ongoing technical support to all levels of cadres in MoHSS and partner institutions.

## The Person

### Minimum requirements

- A Bachelor's degree in Pharmacy from a recognized Pharmacy School, University or College.
- Registration with the Pharmaceutical Board of Namibia.
- A minimum of 8 years relevant experience of working with HIV and TB Programs at Regional or National level
- A postgraduate degree will be an added advantage.
- Experience with program monitoring and evaluation.
- A high degree of professionalism, including sound independent judgment and initiative.
- Excellent oral and written communication skills. Fluency in English is required.
- Strong organisational skills and the ability to work in a team.
- Significant exposure to and experience of using the EDT.
- Computer skills- Microsoft Office Suite Applications, mainly Word, Excel, and PowerPoint.
- Ability and willingness to travel throughout the country within the program's geographical coverage area



## Interested?

This is a **fixed-term contract** position.

- Closing date for applications is **22 May 2020**
- Please submit your application to **[admin5@potentia.com.na](mailto:admin5@potentia.com.na)**

All suitably qualified Namibians are encouraged to apply. If you are not contacted within 2 weeks after the closing date, please consider your application unsuccessful. Only electronic versions of CVs will be accepted. Our client reserves the right not to make any employment offer or appointment.

