



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

**DEADLINE FOR APPLICATIONS : 05 DECEMBER 2019**  
**DATE OF ISSUANCE : 22 NOVEMBER 2019**  
**FUNCTIONAL TITLE : ASSISTANT PHARMACIST**  
**LEVEL : NO-A**  
**SECTION : ACQUISITION MANAGEMENT SECTION**  
**LOCATION : NAIROBI**  
**DURATION OF CONTRACT : TEMPORARY APPOINTMENT**  
**VACANCY ANNOUNCEMENT NUMBER : UNSOS/AMS/043/2019**

**Special Notice**

This is a Temporary Job Opening. This position is funded until 30 June 2020. Extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Organizational setting and reporting relationships:

This position is located within the Acquisition Management Section of the United Nations Support Office in Somalia (UNSOS). Under the overall guidance of Chief Acquisition Management Section, the Acquisitions Planning Assistant reports to the Senior/Acquisitions Planning Officer or to the Chief of Section.

**Responsibilities:**

Within the delegated authority the Assistant Pharmacist may be responsible for the following duties:

**Medical Supply Chain Planning:**

- Offer day to day advice to Technical Units, on the progress of acquisition activities and detailed status of implementation of the acquisition plan.
- Assist with the development of accurate Rolling Demand and Acquisition Plans for medical related goods and services prior to budget formulation; liaises with Technical Units to prepare their projected demand in order to establish the mission's annual demand plan (i.e. draft acquisition plan) based on mission priorities.
- Assist with strategic Source Planning activities for medical related goods and services taking into account different sourcing options, including global and regional systems contracts, local markets, coordination with UN Global Service Centre and/or counterparts in other Missions on items availability prior to making sourcing decisions to acquire new items either for replacement or additional requirements

- Assist with raising medical related Shopping Carts for goods and services; liaises with the Technical Units and other stakeholders on relevant information such as right Product IDs, Statement of Requirement(s) and Statement of Works through strict adherence to the Key Performance Indicators and Standard Operating Procedures prior to raising requisitions

### **Inventory and Administration:**

- Pre-pack medication in order to improve the e-service and avoid long queues;
- Maintain and monitor the inventory of the pharmacy;
- Provide support in defining specification of drugs, medical consumables, and medical equipment;
- Assist in the day-to-day activities of the pharmacy and medical warehouse of the Medical Section;
- Assist in the preparation of the monthly write-off, of expired items, such as drugs, medical supplies, and medical consumables, in the pharmacy and warehouse, and submit reports documenting the write-offs;
- Maintain and keep up-to-date files pertaining to the pharmacy
- Maintain and secure proper storing conditions of drugs and medical consumables within the pharmacy;
- Inspect all items delivered to the Medical Section.
- Pack and prepare medical supplies and medical consumables for distribution to various sectors as requested.
- Assist in 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 operational regions within mission area;
- Assist in monitoring the supply of drugs, medical supplies, medical consumables, vaccines, condoms (male and female), and blood in the Mission. Perform other duties as required.

### **Competencies**

**Professionalism:** Demonstrated knowledge of and exposure to a substantive field of work in the areas of medical supply chain management, acquisition planning, warehousing, inventory management, distribution and procurement. Shows pride in work and 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

**Planning & 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.

**Qualifications and Experience:**

**Education:** First level University Degree in Pharmaceutical Studies

**Experience:** A minimum of two years of progressively responsible experience in pharmaceutical work or related area. Experience in an international organization is an advantage.

**Language:** Excellent written and oral command of English is required. Knowledge of another official United Nations language is an advantage.

**Assessment Method:** Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

**How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject line** on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **05 December 2019** not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

**Email:** [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Kindly attach copy of php, all relevant academic certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibilty. Please note CID and NISA Certificates are required at a later stage of the recruitment process.**

The United Nations shall place 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).