



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

*Field Pharmaceutical Services Officer Grade L8/Band G
(For internal Staff members only)*

Vacancy Announcement Number	02-03-2019
Deadline for Applications	17-03-2019
Source of Fund	Programme Budget
Contract Type & Duration	<u>Option One:</u> Fixed-Term Appointment for 3 years (applies to internal candidates on Fixed-Term contract only) ; including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need <u>Option Two:</u> Limited Duration Contract for 1 year (applies to internal candidates on LDC) ; renewable; Appointment subject to funding confirmation.
Department	Gaza Field Office – Health Programme

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

UNRWA's strategic objectives

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Do you want to make a lasting difference?

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role, you will be responsible to the Deputy Chief, Field Health Programme.

The main responsibilities include:

Responsible for planning, implementing and evaluating the operations of the pharmaceutical services and ordering and distribution of the medical supplies in the Field; provides feedback to the referring Medical Office Health

- Directs, plans, supervises, monitors and evaluates the operations of the pharmaceutical services and ordering and distribution of the medical supplies in the Field;
- Advises his/her supervisor on medical supplies and pharmaceutical matters; is responsible for quantifying, ordering, technically evaluating and distributing medical supplies in coordination with the Division Heads at Health Programme; maintains the Agency's cold chain system and proper storage of medical supplies;
- Monitors the operation and administration of the dispensaries at all Health Centers according to standard approved checklists and administration including stock reports;
- Undertakes regular supervisory visits to UNRWA Health Centers in the Field; ensures the implementation of the strategies, technical instructions, guidelines, policies and procedures of the Health Programme;
- Checks, analyses and evaluates prescribing practices to ensure the efficiency of services provided; provides technical guidance on medical supplies and equipment and pharmaceutical services to relevant health staff in the Field;
- Assumes primary responsibility for the quality assurance of medical supplies to ensure conformity with the Agency's specifications; arranges for quality control testing as required;
- Coordinates the medical supplies operation in coordination with the Procurement and Logistics Department and other departments;
- Plans, organizes, implements, monitors and evaluates the in-service training activities of Pharmaceutical Staff;
- Conducts health studies relevant to the Agency's medical supplies and pharmaceutical services and activities;
- Performs such other duties as may be assigned.

Additional information

- The incumbent may be required to travel in the Agency's area of operations.
- Possession of a valid driving license.

Conditions of service

Option One: Fixed Term Appointment, Grade L8

- Monthly basic salary \$2,651.20 and monthly dependency allowance up to \$123.25.
- Contract Duration: Three years including 1 year probation period.
- Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.

- Leave: 36 days of annual leave for staff attending UNRWA duty stations with six-day working week. 30 days of annual leave for staff attending UNRWA duty stations with five-day working week.
- Pension: Provident Fund contribution (15% of basic salary paid by the Agency)
- Other conditions of service and benefits may apply

Option Two: Limited Duration Contract, Band G

- Basic Salary: Monthly basic salary \$2,087.9 and monthly dependency allowance \$18.65 and Group Medical Insurance GMI \$12.00.
- Contract Duration: one year. Extension is subject to funds availability, continuing need and satisfactory performance.
- Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.
- Leave: 2.5 days per month.
- Other conditions of service and benefits may apply.

To qualify for this position, you will need:

Education A university degree in pharmacy or other related discipline; a valid license to practice pharmacy in the country of duty station (where applicable).

Experience At least six years experience in pharmacy services, three of which should have been at supervisory level in administration of the medical supply operation.

Language(s) Excellent command of spoken and written English and Arabic.

You will also need to demonstrate the following competencies:

- Ability to establish and maintain effective working relationships with internal and external stakeholders;
- Excellent communication and negotiation skills, sound judgment and problem-solving skills;
- Supervisory skills and ability to develop staff and demonstrated ability to organize and implement training programmes;
- Proficiency in UNRWA standard computer applications with specific focus on Health Information System;
- Knowledge and skills in basic supply and financial procedures;
- Knowledge of WHO guidelines on quality assurance of medical supplies in the international commerce.

Desirable Qualifications

- Advanced degree in Pharmacy or Public Health ;
- Knowledge of pharmaceutical laws and regulations in the county of duty station;
- Knowledge of accounting, storekeeping and supply procedures;

Equivalency

When the minimum requirements are not fully met, Field Director for Field Area staff and Director of Human Resources for Headquarters Area staff, in consultation with the concerned supervisor may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualifications, additional professional training and progressive relevant work experience.

NB: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For over 65 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: <https://www.unrwa.org/>

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.ps> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.ps> will be considered. **UNRWA only accepts degrees from accredited educational institutions. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted by e-mail or SMS. No follow up phone calls will be made. Please ensure that the e-mail address that you will indicate in your Personal History Profile is accurate.**

The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.

General Information

This vacancy notice is open to internal candidates.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

On appointment, all individuals will be asked to sign a self-attestation, confirming that they have not committed, been convicted of, or prosecuted for, any criminal offence and that they have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

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