



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Pharmacist</b>
<b>Duty Station:</b>	<b>East Jerusalem</b>
<b>Grade (Classified)</b>	NO A
<b>Post Number:</b>	
<b>Duration</b>	<b>One year with possibility of renewal</b>

### 1. Organizational Background

UNFPA is the United Nations sexual and reproductive health (SRH) agency. Its global mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA works to promote access to sexual and reproductive health and rights for all. This includes increasing access to quality and comprehensive SRH services through enhancing the provision of quality SRH services including the provision of needed equipment and supplies. Additionally UNFPA works to strengthen the capacity of local healthcare systems, health providers, and community organizations to deliver quality SRH services, promote gender equality, and respond effectively to issues related to SRHR, conduct research, data collection, and analysis to better understand the specific SRHR needs of the Palestinian population, enabling evidence-based programming and policy formulation, Increasing awareness and advocacy efforts regarding SRHR. In addition to fostering partnerships and collaborations with governmental bodies, civil society organizations, and community leaders to ensure a coordinated approach towards achieving SRH objectives, including interventions related to the humanitarian response for SRH.

### 2. Job Purpose / Major Activities/Tasks

**Role Description:**

Under the direct supervision of the UNFPA SRH Analyst - and in collaboration with the rest of the SRH team and other UNFPA programs/units in the West Bank and Gaza - the Pharmacist will support the overall management of pharmaceuticals supply to service providers in Palestine as well as ensuring good monitoring of supply needs (medical equipment, drugs, disposables..) to sustain provision of SRH services in the country.

**Duties and Responsibilities**

- Obtain and analyse service data from partners and support projection, quantification and estimation of needs of various SRH related medicines, pharmaceuticals and supplies including Family planning commodities for procurement.
- Review all medications list received from UNFPA partners service providers, and filter the needs of SRH related drugs.
- Liaise with the MoH and other service providers to ensure good management, distribution, and delivery of medication supplies, consumables and disposables according to MOH rules and regulations.
- Support providers in the process of forecasting and quantification of their annual needs, anticipate any SRH drug shortages.
- Liaise with all internal UNFPA parties at the Country Office Supply & Logistic Unit, and procurement team in all matters related to procurement of drugs and supply chain processes including specifications of medical equipment and quality of medicines and medical supplies for local procurement.
- Contribute to the process of opening tenders, setting quality criteria and needed specifications (dosage, quantities...etc), and when needed participate in technical evaluation of supplies.
- Follow up the conditions of warehouses to ensure proper storage and quality standards are met.

- Participate in the SRH team meetings; prepare presentations when needed on the supply status of the country office.
- Enhance the last mile assurance process through communicating with the Ministry of Health and other partners and service providers, set mechanisms and tools to support implementing partners.
- Understand the MoH rule and regulations in regard to the drug policy in Palestine.
- Assist in the preparation of requisitions and purchase orders for drugs, medical supplies and medical equipment using the UNFPA system and coordinating with the Supply and Logistics Unit to ensure that items are ordered as per required specifications.
- Assist in the preparation of technical evaluation to advice of specification quality and relevant aspects. Receive and inspect deliveries of drugs, medical supplies/equipment, and disposables.
- Develop and use tools for continuous monitoring and tracking the usage of the drugs and supplies provided by UNFPA including analysing the consumption vs service data.
- Support in the Preparation of the required paperwork and documents.

### **3. Work Relations**

The Pharmacist will maintain collaborative relationships with all units and staff of UNFPA Palestine including operations, supply & logistics and programme staff. S/he will work in cooperation with the rest of the SRH team and other UNFPA staff based in Jerusalem, Ramallah and Gaza offices. Moreover, s/he will also maintain collaborative relations with external contacts including UNFPA governmental and civil society partners, active stakeholders, local vendors, suppliers, INGOs, sister UN agencies WHO, UNICEF and other relevant UN agencies in the country.

### **4. Job Requirements**

**Qualifications and Experience:**

**Education:**

- Advanced degree in Pharmacy from an accredited academic institution with 5 years relevant professional experience.

**Knowledge and Experience:**

- Experience working with UN, INGOs, or pharmaceutical companies will be an added advantage
- Knowledge of good distribution practices
- Knowledge of inventory management.
- Knowledge of cold chain monitoring and management
- Understanding of pharmaceutical products and medical equipment
- High level of administration and strong monitoring skills
- Very strong written and spoken English and Arabic language skills
- Able / willing to travel throughout Palestine including the West Bank and Gaza on a regular basis.
- Strong technical understanding of the Palestinian health system.
- Ability to elaborate reports, document and disseminate good practices.
- Strong interpersonal and organizational skills.
- Computer literacy - Word, Excel, Power point, etc.

**Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

**Core Competencies:**

- Achieve results
- Being accountable

- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact
- Knowledge sharing

**5. Signatures/Certification:**

Requested by: Immediate Supervisor, SRH Team Lead	Reem Amarneh Date: Jan 16, 2025 <i>Reem Amarneh</i>
Cleared by: Operations Manager	DocuSigned by: <i>Mayyada Malki</i> Mayyada Malki Date 20-Jan-2025
Endorsed by: Deputy Representative and Hum Coordinator	DocuSigned by: <i>Shrutidhar Tripathi</i> F6F1BC923061497... Shrutidhar Tripathi 20-Jan-2025 Date
Approved by: UNFPA Representative	Signed by: <i>Nestor Owomuhangi</i> E1B78C7DB35A42E... Nestor Owomuhangi Date 20-Jan-2025