

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Health and Medical Services			
<b>2. Position Title:</b> Deputy Chief Pharmacist	<b>3. Salary Level:</b> 5	<b>4. Division:</b> Hospital	
<b>5. Reports To:</b> DHS	<b>6. Direct Reports:</b> ( <i>Write No. &amp; Position Title:</i> ) Chief Pharmacist		
<b>7. Primary Objective of the Position:</b> The primary role of the Deputy Chief Pharmacist is to ensure quality assurance and proper storage of all essential medicines and consumables at the Pharmacy Department. Another objectives of the position is to provide an update report on the WHO website of physical quality assessment on newly arrived medicines and to provide training to pharmacists and medical procurement officers on how to maintain quality through proper storage and transportation of medicines from ports, pharmacy and to clinics.			

<b>8. Position Overview</b>	
<b>8.1. Financial:</b>	<b>8.2. Legal:</b> Pharmacy & Poisons Ordinance, Public Health Ordinance and Medical ACT
<b>8.3. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Administrators for MHMS</li> <li>• Nursing/Doctors/Paramedical Unit/Public Health</li> <li>• Support services</li> <li>• WHO/UN agencies</li> </ul>	<b>8.4. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Government Ministries</li> <li>• Development partners</li> <li>• Island Councils</li> <li>• NGOs</li> </ul>
<b>8.5 Not To be referred to Manager/Supervisor:</b> <ul style="list-style-type: none"> <li>• Renovation planning for storage facilities</li> <li>• Stock control and storage allocation of pharmaceuticals</li> <li>• Update of web-site on quality assurance of our products</li> </ul>	<b>8.6 To be referred to Manager/Supervisor:</b> <ul style="list-style-type: none"> <li>• Urgent ordering</li> <li>• Costing approval on inhouse training and renovation of buildings</li> <li>• External audit queries</li> </ul>
<b>9. KEY ACCOUNTABILITIES</b> <ul style="list-style-type: none"> <li>▪ <i>Involve in review of National Medicines Policy</i></li> <li>▪ <i>Assist Chief Pharmacist with review for Pharmacy Ordinance</i></li> </ul>	

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- Provide updates/comments on operational policies in Drugs/consumables Procurement and Management at Pharmacy and in clinics
- Dispensing of outpatient and inpatients medications
- Control distribution of DDAs as per pharmacy guideline

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> <li>• Implement Pharmacy warehousing, stock management and procurement policies</li> </ul>	<ul style="list-style-type: none"> <li>• Develop operational procedure in Warehousing</li> <li>• Revise Procurement Guideline/Policy</li> <li>• Conduct trainings to pharmacy staff on how to store and move items within store-rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Well functioning and available skilled staff to maintain warehouse standards</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure quality assurance of essential medicines in Kiribati</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a guideline on how to medicines are stored in Pharmacy</li> <li>• Provide a quality assessment report on medicines</li> <li>• Update and maintain WHO web-site on quality assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Improved standards of warehouse</li> <li>• Status on quality of medicines used in Kiribati is well known and prompt interventions are in place</li> </ul>
<ul style="list-style-type: none"> <li>• Tender Procurement and monthly orders are properly monitored</li> </ul>	<ul style="list-style-type: none"> <li>• Timing processing of tender ordering and monthly orders as required</li> <li>• Filing and documentation of suppliers submissions are well kept</li> </ul>	<ul style="list-style-type: none"> <li>• No overspent</li> <li>• No out stock</li> </ul>
<ul style="list-style-type: none"> <li>• Support and assist with activities in Quality Use of Medicines</li> </ul>	<ul style="list-style-type: none"> <li>• Involve in community awareness on rational use of medicines</li> <li>• Do capacity building trainings to pharmacy assistants on pharmacology</li> <li>• Dispensing of inpatients and outpatients prescriptions</li> </ul>	<ul style="list-style-type: none"> <li>• Prescribers use medicines responsibly</li> <li>• Consumers/public understand importance &amp; risks of medicines they are given</li> </ul>

**10. Key Challenges**

**11. Selection Criteria**

**11.1 PQR (Position Qualification Requirement):**

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<ul style="list-style-type: none"> <li>• Lack of enforcement on existing policies and guidelines from internal and external stakeholders</li> <li>• Lack of support to the proposed annual Pharmacy HR plan from the Ministry and National levels</li> <li>• Poor infrastructure status of pharmacy building</li> <li>• High turnover of pharmacists</li> <li>• Late deliveries of pharmaceutical orders from suppliers</li> <li>• Delay of payment transfer to pharmaceutical suppliers</li> <li>• Poor adherence to treatment guidelines</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Pharmacy</li> <li>• Certified in forecasting, quantification, Tendering and Procurement courses</li> <li>• Post Graduate certificates or higher in hospital management or public health</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• More than five years working as a pharmacist</li> <li>• Two years working for stock control, procurement and clinical areas</li> <li>• Two years working/ familiar with public health programs and stakeholders</li> </ul> <p><b>Job Training:</b></p> <ul style="list-style-type: none"> <li>• Health Services Management</li> <li>• Confident with use of mSupply (desktop and mobile)</li> <li>• Procurement and Logistics</li> <li>• Awareness on quality use of medicines</li> <li>• Pharmacy Budget allocation and monthly reporting from Account unit</li> </ul> <p><b>Prerequisite:</b></p> <ul style="list-style-type: none"> <li>• Qualified registered pharmacist with additional educational and work experience background stated above.</li> </ul> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Updated Drug Information and Clinical pharmacy skills</li> <li>• Public Health, Health Services management &amp; operating systems</li> </ul> <p><b>Skills:</b></p>
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	<ul style="list-style-type: none"><li>• Excellent spoken and written English</li><li>• Excellent computing skills</li><li>• Good analysis skills</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Efficient &amp; Effective</li><li>• Open minded</li><li>• Willingness to tackle challenging duties</li></ul>
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