

**GOVERNMENT OF KIRIBATI**

**Position Description**

<b>Position Title:</b> Pharmaceuticals Planning and Distribution Supervisor Salary Level: 10-9	<b>Division:</b> Pharmacy	
<b>Reports To:</b> Supply Chain Manager	<b>Direct Reports:</b> Health warehouse and Logistics Manager	
<b>Primary Objective:</b> Reduction of costly hospital referrals, mortality and morbidity rates related to the shortage of medicines by ensuring health supplies reach the targeted population in the required level and condition.		
<b>Decision Making Authority</b>	<b>Key contacts:</b>	<b>Frequency and Purpose</b>
Receiving, analyzing and data entry of outer island requisition and stock take reports	SCM, Logistics	Daily - orders needs to be analysed and assessed.
Producing packing slips	Packagers and HWLM	Daily - no order can be run without a packing slip
Collating and analyzing consumption data at SDPs	Nursing, SCM, HWLM	Daily - safety measures is applicable at all times
Identify a need for reviewing and updating SDPs imprest lists	Nursing, SCM, HWLM	When required for shipping, repairing or transportation.
Processing urgent order requisitions	SCM, HWLM, Nursing	when required from outer islands
Processing main order requisitions	SCM, HWLM, Nursing	Monthly for outer island facilities, weekly for South Tarawa clinics and twice a week for Central hospital wards.
Identifying problematic and poor performing islands/clinics in terms of timely and reliability of stock reports	SCM, HWLM	Weekly - time bound response to possible causes of poor performance.
<b>Without referral to manager</b>		
Addressing minor changes to SOPs	SCM	Daily - safety measures is applicable at all times
Updating clinics and health centres on order status, lead time and stock levels	Nursing and Hospital staff	Daily - whenever queries arise
<b>After consultation with Manager &amp; Others</b>		
Facilitating distribution of orders	SCM, HWLM	Daily - to minimize delay of orders

Reporting delayed orders awaiting shipments	HWLM	Weekly - ensure flow of goods and plan alternative pathway
Quantification of SDP requirements	SCM, Chief Pharmacist	Quarterly - periodic revision of required quantity
Conducting supportive supervisory visits to outer island hospitals and clinics	SCM, Logistics, Nursing, Chief Pharmacists	
Develop and provide SOPs for ordering processes at health facility levels	SCM	Daily - safety measures is applicable at all times
<b>Referred to managers or others</b>		
Estimate consumption and supply quantification for all health facilities needs	Supply Chain Manager, Procurement	Daily - customised quantity issued
Develop and updating SOPs of ordering processes for health facility levels	SCM, HWLM	Annually - to address ordering knowledge gaps during the staff turnover periods.
Contribute to forecasting and quantification of the country's tender process	Procurement, SCM	Annually - capturing up to date changes in customers demands
Involve in transportation, stock control, warehousing and monitoring the flow of goods.	HWLM, Packagers, Delivery staff	Daily - facilitation of quality preparation of goods

#### Key Accountabilities

Key Result Area	Major Activities	Performance measures
Continuity of health care services at all levels	Timely processing of main order and urgent order requisitions in line with the developed imprest list and drug management policy	Reduced lead time of all orders
Improved reach of medicines to populations in need	Reporting SDP ordering performance and progress	Enforced SOPs at all service delivery points
	Analysing incoming orders and stock take reports	Availability of customised list and quantification as per a facility's needs assesment.
	Involve in forecasting and quantification	Captured needs of new emerging public health epidemics and health programmes.
	Ensure all health facilities have access to the essential medicines and SOP for receiving and requisition	Reduced stock outs at SDPs.

Key Challenges	Selection Criteria	
	<b>Qualifications and experience</b>	
Unreliable internet connectivity	Degree in Pharmacy	
Lack of working computers	Or Diploma in Pharmacy with more than 3 years of experience in pharmacy distribution and stock co	
Unreliable usage data reporting	Master computer and microsoft excel skills and mSupply inventory software knowledge.	
Inaccurate stock take report from health facilities.	Ability to communicate well in English	
	<b>Key attributes</b>	
	Willing to work extra hours to meet the governments demand	
	Good time management	
	Good communication skills	
	Good team spirit	

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

<b>Government of Kiribati Ministries</b>	<b>ALL</b>	<b>Approved by:</b>
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