Pharmacist - Logistics NUPCO Project

Job Title	**Pharmacist**
Division	**Logistics Division**
Department	**Healthcare Logistics Department**
Section	**Logistics NUPCO Project**

Location		**Direct Reports**	**Quality Inspectors**
Reports To	**Project Manager**	**Version Number**	1
External Relations	**Suppliers, NUPCO, MOI**	**Guide Number**	7083
Internal Relations	**Operations, QRM, Logistics**	**Job Code**	

Basic Function

• Achieve operational excellence, by ensuring maintenance of GDP Compliances

• Ensuring that warehouse staffs are performing their duties in maintenance of the quality of the medical products from receipt to distributing them to designated destinations

• Holds and maintains all necessary license(s) for the storage and distribution of medical products for the company to meet SFDA and healthcare requirement

• As a resource person on all medicinal information required for the proper functioning of the medical warehouse

• Fully understand, drive and promote SMSA vision, culture and values

KEY Responsibilities

Core

- Ensure all necessary GDP processes are understood by the respective warehouse staffs

- Responsible for all Controlled Drugs transactions

- Create awareness of staffs on proper handling of different medicinal products

- Train staffs on the correct methods of handling various type of medicinal products

- Ensure all regulatory information, data requested by SFDA are provided accordingly

- Share product knowledge with staffs when necessary to improve their understanding and to perform their functions better

- Decide acceptance/rejection of incoming deliveries

- Ensure that quality products are accepted

- Ensure that the correct sampling plans and specifications are used

- Advice QA inspectors on their inspection skills

EHS

- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation.

- Participates in the emergency response plan development, and in conducting emergency drills.

- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel.
- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits.

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencie

Communication	Level 4
Influence	Level 3
Initiative	Level 3
Risk Management	Level 3
Teamwork	Level 4

Technical Competencie

Language Proficiency knowledge (Arabic)	Intermediate
Language Proficiency knowledge (English)	Advanced
Management of Health & Safety Knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Product Knowledge	Advanced
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Beginner

Competencies – EHS

Knowledge of basic environment health and safety requirements

EHS corporate objectives awareness

Awareness of EHS requirements in the QEHS management systems

Have attended EHS awareness training (if applicable)

Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner

Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

As per Level of Authority provide by project manager

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent. & or Any specializedpositions like Pharmacist,Brand Advisor etc.must have degree in their specific field),Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.

or

Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: