

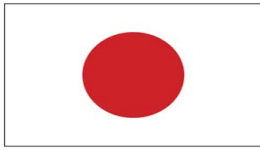
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## Return of Qualified Afghans Programme **TERMS OF REFERENCE**

<b>I. POSITION INFORMATION</b>	
Position title:	Pharmacist
Host Institution:	HROA Hospital (United Medical Complex)
City:	Kabul
Position number:	4
Organizational unit:	Pharmacy
Reporting directly to:	Medical Coordinator and Doctors
Overall supervision by:	Health Management Coordinator
Managerial responsibility:	Pharmacy
Directly reporting staff:	Health Management Coordinator
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the direct supervision of Medical Coordinator and the overall supervision of Health Management Director, the candidate will be primarily responsible for Providing Medicines.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<p><u>Main duties and responsibilities:</u></p> <ol style="list-style-type: none"> <li>1. Implementation of medicine prescription</li> <li>2. Sorting of Pharmacy</li> </ol> <p><u>Other duties and responsibilities</u></p> <ol style="list-style-type: none"> <li>1. Stock inventory</li> </ol>	
<b>IV. COMPETENCIES</b>	
<p>The incumbent is expected to demonstrate the following technical and behavioural competencies:</p>	
Behavioural	
<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>▪ Accepts and gives constructive criticism</li> </ul>	



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- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients

### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

### **Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

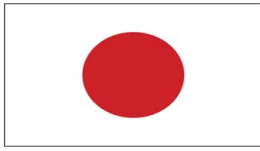
### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

### **Teamwork**



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- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

**Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

*Technical (specific to the job family)*

- The Pharmacist must have strong attention to doctor's prescription. Pharmacist should have the ability to understand medical diagnoses and determine the appropriate code. Pharmacist must have good communication skills.

**V. EDUCATION AND EXPERIENCE** *(specific to the category and (expected) level of the position )*

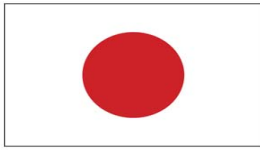
- A Completed university degree in Pharmacy
- Relevant work experience in Pharmacy with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto.

**VI. LANGUAGES**

Required

- |   |                                     |
|---|-------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Dari</li> <li>▪ Pashto</li> <li>▪ English</li> </ul> | <p>Fluent<br/>Fluent<br/>Medium</p> |
|---|-------------------------------------|

Advantageous



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- Pharmacist will play a very positive role in keeping the hospital management informed regarding the expiry of medicines and also in keeping records of stock.