

### JOB FRAMEWORK

<b>Organization</b>	<b>Foundation for Reproductive Health Services India</b>
<b>Position Title</b>	<b>Pharmacist cum Procurement Assistant</b>
<b>Level</b>	<b>Support-I</b>
<b>Reporting To</b>	<b>Clinical Quality /Technical Purpose – State Clinical Services Manager</b> <b>Operation/Administration – Assistant Manager (Operations)</b>
<b>Number of Position</b>	<b>01</b>
<b>Location</b>	<b>Bhopal, Madhya Pradesh</b>

#### Background

Foundation for Reproductive Health Services India (FRHS India) is a registered not-for-profit organization operating since 2009. FRHS India is an affiliate of MSI Reproductive Choices (MSI), a global organization providing personalized contraception and safe abortion services to women and girls. MSI’s local teams of professionals are passionate about the work they do in communities across 37 countries. The high-quality services we provide, give a woman the power to choose if and when she has children so that she’s free to pursue her plans and dreams for herself and her family. Our mission is “Children by Choice, not Chance”.

FRHS India is the No. 1 non-governmental provider of Clinical Family Planning services. We provide quality family planning and safe and legal abortion services to women in need, through multiple channels that comprise of our own clinics, clinical outreach teams and public sector support to Government facilities. We are currently working in the states of Bihar, Jharkhand, Madhya Pradesh, Rajasthan and Uttar Pradesh in Public Private Partnership with state governments. In 2022, our teams directly provided family planning choices and quality services to over 179,239 clients that delivered a Couple Year Protection (CYP) of over 2.17 million.

A large number of women in India are unable to exercise their sexual and reproductive rights due a number of barriers – social, cultural, policy, and access to information and services. Thus, we work in partnership with stakeholders to improve the policy environment towards enabling women to exercise their reproductive rights and choices. FRHS India also implements advocacy projects to advance sexual and reproductive rights in the country.

**It is a role requirement that the job holder must fully comply with, promote and live FRHS India’s CORE VALUES.**

<b>Mission driven Inclusive</b>	<b>Client Centered</b>	<b>Accountable</b>	<b>Courageous</b>	<b>Resilient</b>
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#### Responsibilities:

1. To apply & acquire drug license on behalf of M/S FRHS India and maintain all essential & legal documents required in this respect.

2. Promulgate rules necessary to effectuate the provisions of the Licensed Alcohol and Drug Counselors Act & Determine eligibility for certification and licensure.
3. Investigation of cases of spurious drugs and launching of prosecution for breaches of the Drugs and Cosmetics Act and Rules.
4. Maintain and provide essential training to the concerned staff regarding stock management of surgical and medical consumable stock & Laparoscope maintenance training.
5. Examination and verification of all drugs & their method and place of storage & arrangement of products in the storage area should facilitate the first –to –expire, FIRST OUT (FEFO) procedure.
6. Inspect packages for damaged or expired products and set the guidelines to condense the expiry.
7. Travel to district offices for stock management and quarterly all district offices to be covered.
8. To update and effect the change take place in the drug and license act.
9. Receiving & verification of drugs delivered by vendor for quantity, batch no., and also to ensure the drug delivered is of the same make as written in Purchase order.
10. Segregation of received goods, district wise and developing a status of pending supplies.
11. Ensuring the timely delivery of Goods as proposed in the Procurement Tracking sheet made by Procurement officer.
12. Regular follow up of issued Purchase Order with the vendor until delivery is being made to concerned location.
13. Ensuring the goods delivered should be exactly as per the specifications mentioned in the Purchase Order like the brand and the quantity.
14. Maintaining the Goods receipt note file, Stock transfer file, Purchase Request file, Purchase order file, Bill/Invoice file generated with the help of Focus Software. He/She has to ensure that following documents are properly signed by respective authorities:
  - Stock transfer forms should be properly signed by receiving team.
  - GRNs should be properly signed by the Pharmacist.
15. Implementation of all the instructions released by procurement department across the state.
16. Any other work as given by SPM/SCSM and to support other team members whenever required.

**Procurement:**

- Identification of retailer and stocker of procurement of medical consumable and supplies.
- Local procurement of medical equipment following organization guideline and after proper approvals.
- Support to team to get quotation for any local procurements.
- Support nurse to purchase local item as and when required with following all approval guidelines.
- Online tracking system for equipment's and clinical supplies.
- Prepare forecasting of supply with support to operations team.
- Ensure the quality produce delivered to team.
- Report if any inappropriate supplies delivered to district store and process.

- Analysis and review the MSR/CCR and other stock reports.

Communication:

- Update team about new guidelines and policy.
- Facilitate district to update all related documents and files.
- Make sure that stock register, H1 Register and other register are updating regularly at district store.
- Monthly Meeting with Store In-charge to review, planning and updates all team members.
- Support to establish storerooms at district level.
- Submission of monthly end report:
  1. MSR
  2. Updated equipment's. (Districts Wise)
  3. Compliance reports.

**Skills and Experience**

Qualifications: B.Pharma

Experience: Minimum 2-3 years of relevant experience similar or health care industry.

Skills:

- Good interpersonal and communication skills (both oral and written)
- Should be self-driven.
- Ability to work in a team.
- MS Office (Mandatory).