



ORGANISATION OF EASTERN CARIBBEAN STATES

VACANCY

Programme Officer

Pharmaceutical Procurement Service

The Organisation of Eastern Caribbean States (OECS) is the inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance between countries and dependencies in the Eastern Caribbean. [Read More...](#)

To promote a common approach to ocean governance the OECS' Heads of Government, in 2013, adopted and endorsed the Eastern Caribbean Regional Ocean Policy (ECROP) and its Strategic Action Plan (ECROP) which guides the future use of the region's marine waters and provides a basis for enhanced coordination and management of ocean resources within the Eastern Caribbean. The OECS Commission operates within the regional mandate of ECROP and has established the Ocean Governance and Fisheries (OGF) Programme to (*inter alia*) maintain the benefits and functions of marine ecosystems for the communities dependent upon them and for human society as a whole. [Read More...](#)

Applications are invited from suitably qualified nationals of Member States of the Organisation of Eastern Caribbean States (OECS) to fill the post of **Program Officer** at the OECS' Pharmaceutical Procurement Service (PPS) based in Saint Lucia.

BACKGROUND

The OECS/Pharmaceutical Procurement Service was established under a 1986 Agreement as the pooled procurement agency through which OECS Member States agreed to purchase tendered pharmaceuticals and other medical products. The OECS/PPS has provided Member States with a reliable supply of safe and effective medical products by using a quality assurance program which has encompassed a restricted international tendering system coupled with post-marketing surveillance.

JOB SUMMARY

The Program Officer will be responsible to perform pharmaceutical supply chain management functions, implement a comprehensive quality assurance program for pharmaceuticals, conduct medicine utilization studies, and to manage special projects and programs. The Officer will coordinate and deliver continuing education programs to

health professionals in the OECS Member States. The officer will also be expected to deputize in the absence of the Head of Unit.

More specifically, the Officer will be required to:

- Collaborate and assist the Head of Unit to execute the work program of the Unit;
- Perform PPS' tendering, contracting and procurement activities;
- Plan and deliver continuing medical education programs to healthcare professionals in Member States; present technical reports and documents at Tenders/Technical Advisory Committee Meeting;
- Manage the quality assurance program, including prequalifying suppliers, submit samples to quality control labs, and monitor product quality and complaints;
- Promote pharmaceutical care by conducting medicine utilization reviews and providing medicine information to health professionals;
- Liaise with Central Medical Stores Managers and other focal points to assess Member States needs and deliver requisite technical assistance;
- Evaluate the efficiency of the pharmaceutical sector using standardize indicators and provide requisite remedial support.
- Lead the pharmacovigilance program and liaise with the Caribbean Regulatory System;
- Perform administrative and technical duties as may be assigned.

TECHNICAL AND PROFESSIONAL COMPETENCIES

The ideal candidate should meet the following criteria:

Education and Training

The ideal candidate should have:

- A Bachelor of Science degree in pharmacy, with a minimum of five years' working experience as a pharmacist;

Work Experience

Working knowledge of Pharmaceutical Good Manufacturing Practices and International Standards for assessing pharmaceutical suppliers

- Strong written and oral communication skills;
- Strong research skills

Role-Specific Competencies

The holder of the post should possess the following competencies:

- Drive with Purpose and Vision
- Create an Environment of Trust
- Builds Effective Teams
- Ensures Accountability
- Demonstrates Decision Quality
- Communicates Effectively

Terms of Appointment

The position is on the permanent establishment subject to satisfactory annual reviews. Salary will be commensurate with qualifications and experience and exempt from income taxes. In addition to the basic salary, the post attracts housing and vehicle allowances. The Officer will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme. Reasonable location expenses will be reimbursed where applicable.

Application procedures

Applications are to be submitted for the attention of: **The Human Resources Unit, Post of Program Officer, OECS Commission, Morne Fortuné, P.O. Box 179, Castries, Saint Lucia** and should reach by **16^h February 2018**.

Applications should include Curriculum Vitae stating nationality as well as the contact information of the present or most recent employer and that of two referees. Copies of relevant certificates should be submitted with applications.

Applications can also be sent via e-mail to jobs@oeecs.org

Only applications under consideration will be acknowledged.