



POPULATION SERVICES INTERNATIONAL, INDIA

SCOPE OF WORK (SOW)

TITLE: Program Associate
NUMBER OF POSITIONS: 1(One)
LOCATION: Ahmedabad- Gujarat
DEPARTMENT: Programs
REPORTS TO: Assistant Manager - Program Implementation
ROLE OF - Pharmacist
NATURE OF CONTRACT - Per Day/Monthly
POSITION CATEGORY: Program Operations
APPLY FOR POSITION: careers@psi.org.in

Population Services International (PSI) India is a non-profit, non-governmental organization dedicated to ensuring accessible and affordable healthcare for vulnerable populations in India, thereby improving their quality of life and well-being. Established in 1980 under the India Societies Act of 1860, PSI India began implementing full-scale activities in 1988. Over the past thirty-seven years, PSI India has demonstrated unwavering dedication and strong expertise in program implementation, planning and policy, research and evaluation, social behavior change communication, and strategies for building habitable, sustainable, and healthy cities. PSI India has positively impacted the lives of millions across various states through its diverse programs. Its technical and operational capabilities have engaged government bodies, international and national philanthropic agencies, and private entities to address a wide range of health issues, including reproductive health, maternal health, child health, non-communicable diseases, communicable diseases, HIV/AIDS, and nutrition. For more information, please visit www.psi.org.in.

POSITION PURPOSE:

The pharmacist will be responsible for managing the medicines received from the ATF S/he Shall have the data sheet Maintained for the stock received and daily consumption and the remaining quantity at the end. The person will work closely with the Apollo tyres Foundation and the project Coordinator in order to have sufficient medicines and avoiding the stock outs.

DUTIES AND RESPONSIBILITIES:

The position will require close coordination and advocacy with Project Coordinator and will look into-

- Registration of the clients
- Assist to the doctor
- Dispensing the medicines
- Maintenance of all relevant records related to healthcare Centre OPD and medicine
- Collection of registration fees and submit to project coordinator
- Preparation of monthly healthcare Centre reports
- Online clients' data entry of the OPD on daily basis?
- Ensure disposal of biomedical waste to authorized vendor
- Maintain consumable records related to HIV, diabetes, and TB screening
- Any other task provided by the supervisor.

QUALIFICATION AND EXPERIENCE:

- Diploma in Pharmacy
- At least 2-5 years of experience of managing the medicines in any Govt. /private clinic



SKILLS:

- Leadership ability, including the capacity to set and manage accountability of self and others.
- Ability to communicate clearly and concisely, orally and in writing in English and Hindi and to make effective presentations to the communication team.

Approving Authority (for the work as defined in the Scope of Work):

- Assistant Manager - Program Implementation

Timelines: Monthly

Terms of Payment:

- On the completion of working days as per the timelines
- On submission of the work details on completion

Project Allocation (from where the payment is to be made): ATF