



JOB OPENING

Pharmaceutical Technologist

REF: Amref/Kibera-Pharmtech/2018/09-05

Interested applicants are encouraged to submit their motivation letter and CV to recruitment@amref.org by Friday 12 October 2018

1	IDENTIFICATION	
1.1	JOB TITLE	Pharmaceutical Technologist
1.2	REPORTING TO	Commodity Management Officer
1.3	PROJECT	Kibera Reach 90
1.4	physical location	Kibera
1.5	Type of Contract	Short Term contract that attracts no benefits
1.6	Duration	Two (2) Months
1.7	Number of positions	One (1)

2 MAIN PURPOSE OF JOB:-

To provide technical pharmaceutical expertise in health care service delivery, strategy development and implementation

3 PRINCIPAL RESPONSIBILITIES

KEY AREA	Activities
Strategy and implementation	Develop project activity strategy with timely and regularly reviewed implementation work plans.
Dispensing	<ul style="list-style-type: none"> • Receive written prescription or refill requests and verifying that information is complete and accurate- Ensuring proper dispensing in the health centre. • Pre-packing of medicines for dispensing. • Enhancing rational drug use within the health centre. • Timely and accurate dispensing to patients drugs.
Procurement	<ul style="list-style-type: none"> • Coordinating, ordering of pharmaceutical purchase. Develop/ adopt relevant materials to support field activities. • Monthly ordering of ARVS and OI for the patients on HIV care and treatment. • Ensuring cost effective selection of commodities for purchase. • Order, label and count stock of medication and chemical supplies.
Drug Store management	<ul style="list-style-type: none"> • Maintain proper storage, security conditions and records of pharmaceutical stocks. • Ensuring timely requisition and inventory management. • Timely issue ARVS & OI to satellite sites. • Tallying medicines received from supplies against invoices and checked for correctness of quantity, price, batch numbers and expiry date. • Maintain shelves and medicine clean • Maintain purchase records and invoice • Ensure medicines for cold temperatures are always kept on refrigerator. • Receive and store incoming supplies verify quantities against invoices and inform supervisors of stock needs.

KEY AREA	Activities
Drug forecasting	<ul style="list-style-type: none"> Forecasting drug needs for the health centre and satellite facilities. Monitoring stock and informing supervisors of stock needs.
Counselling	<ul style="list-style-type: none"> Adherence Counselling of ARV patients and advising on drugs dispensed. Assessing adherence at every visit for improved individual patient care.
Record keeping	<ul style="list-style-type: none"> Establish and maintain patient's profiles, including list of medication taken by individual patients. Documenting reports done. Streamlining data entered in computer for ensuring accurate data quality.
Reporting & documentation	Preparing monthly, quarterly and annual reports relating to the project as per donor requirements.
Committees & memberships	<ul style="list-style-type: none"> Pharmacy and therapeutic committee. Multidisciplinary team for second line treatment. Project quality improvement team.

4 Required Qualifications

4.1 Education (academic and professional)

- Minimum of Diploma in pharmaceutical technology from a recognized institution.
- Registered with relevant professional body
- Valid current practicing license
- Paediatric training
- Training in HIV/ AIDS

6.3 Experience and knowledge

- At least 3 years working experience
- Experience in handling multiple tasks and working independently and in multidisciplinary and multicultural environment.
- Implementation of activities leading to the desired effects
- ART commodity management
- Management for health systems strengthening
- Experience in working in informal settlement in a similar position will be an added advantage

6.4 Skills

- Team player,
- excellent communication and planning skills.
- Problem solving skills
- Listening skills
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6.5 Competences

- Integrity and honesty
- Mature
- Ethical work practices
- Confidentiality
- Respect for diversity

Hours of Work

Normal working hours as per Amref guidelines and regulations. Job holder may be required to work outside normal working hours due to the nature of the work in general.