



**Pharmacist, Amref Medical Centre  
Amref Enterprises Limited (AEL)  
REF: AEL/ Pharmacist/08-2020**

<b>1</b>	<b>IDENTIFICATION</b>	
<b>1.1</b>	<b>JOB TITLE</b>	<b>PHARMACIST</b>
<b>1.2</b>	<b>REPORTING TO</b>	<b>UHC LEAD</b>
<b>1.3</b>	<b>DIRECTORATE</b>	<b>AMREF ENTERPRISES</b>
<b>1.4</b>	<b>DEPARTMENT/PROGRAM</b>	<b>AMREF MEDICAL CENTRE</b>
<b>1.5</b>	<b>DURATION</b>	<b>1 year</b>
<b>1.6</b>	<b>PHYSICAL LOCATION</b>	<b>AMREF KCO – WILSON-NAIROBI</b>

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. For more on Amref Health Africa please visit [www.amref.org](http://www.amref.org)

### **Background**

The Amref Medical Centre (AMC) was established as a staff clinic to provide outpatient medical services to Amref Health Africa staff in Kenya, and their dependents. The clinic has since transitioned and expanded its services to the general public.

The emergence of COVID-19, has resulted in a rapid change to the delivery of out-patient care. The Amref medical Centre is rapidly positioning itself to respond to the evolving needs of patients. We see the pharmacist as an integral part of our evolution, they are part of a team providing medical care to our clients and are responsible for educating patients on their medication, supporting the rationale use of antibiotics and supporting optimized treatments for patients in chronic care.

We invite you to join our team by applying for this role if you are: - a strategic thinker with a strong entrepreneurial instinct, and you consider yourself a team player who understands the role of the pharmacists in supporting good patient outcomes. In addition, you should be willing to support our clinicians in the development of models for patient care as we evolve the AMC. These qualities must be underpinned by strong technical knowledge and expertise in your field.

### **2 MAIN PURPOSE OF JOB: -**

To ensure accurate dispensing, patient counselling and proper handling of pharmaceutical supplies for all orders and provide effective pharmaceutical services to meet client needs.

### **3 PRINCIPAL RESPONSIBILITIES**

<b>KEY AREA</b>	<b>Activities</b>
<b>Strategy and implementation</b>	<ul style="list-style-type: none"><li>• Develop project activity strategy with timely and regularly reviewed implementation work plans.</li><li>• Support the facility's growth strategy by staying up to date in their profession through attendance to educational workshops and maintaining annual CME requirements as per the requirements of the professional's board.</li><li>• Ensure the reference documents at the pharmacy are up to date</li></ul>
<b>Dispensing</b>	<ul style="list-style-type: none"><li>• Receive written prescription or refill requests and verifying that information is complete and accurate- Ensuring proper dispensing in the facility.</li><li>• Pre-packing of medicines for dispensing.</li></ul>

KEY AREA	Activities
	<ul style="list-style-type: none"> <li>• Enhancing rational drug use within the facility.</li> <li>• Timely and accurate dispensing to patients' drugs.</li> <li>• Advise clinicians on drug interactions and advising on alternatives where applicable.</li> <li>• Provide pharmacological information by responding to questions and requests from the health professional counselling patients on drug therapies.</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• Coordinating, ordering of pharmaceutical purchase.</li> <li>• Ensure rationale procurement of medicines and supplies</li> <li>• Ensuring cost effective selection of commodities for purchase.</li> <li>• Order, label and count stock of medication and chemical supplies.</li> </ul>
<b>Drug Store management</b>	<ul style="list-style-type: none"> <li>• Maintain proper storage, security conditions and records of pharmaceutical stocks.</li> <li>• Ensuring timely requisition and inventory management.</li> <li>• Tallying medicines received from supplies against invoices and checked for correctness of quantity, price, batch numbers and expiry date.</li> <li>• Maintain cleanliness of shelves and medicines</li> <li>• Maintain purchase records and invoice</li> <li>• Ensure cold chain is observed as per medicines specifications.</li> <li>• Receive and store incoming supplies verify quantities against invoices and inform supervisors of stock needs.</li> </ul>
<b>Drug fore-casting</b>	<ul style="list-style-type: none"> <li>• Forecasting drug needs for the health centre and satellite facilities.</li> <li>• Monitoring stock and informing supervisors of stock needs.</li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Establish and maintain patient's profiles, including list of medication taken by individual patients.</li> <li>• Documenting reports done.</li> <li>• Streamlining data entered in computer for ensuring accurate data quality.</li> <li>• Ensuring records of medicines with restricted use are</li> </ul>
<b>Reporting &amp; documentation</b>	<ul style="list-style-type: none"> <li>• Preparing monthly, quarterly and annual reports relating to movement of medicines and relevant supplies from the pharmacy.</li> </ul>

#### 4 REQUIRED QUALIFICATIONS

##### 4.1 Education (academic and professional)

- Preferred Bachelor of Pharmacy (BPharm) or a minimum of Diploma in pharmaceutical technology from a recognized institution.
- Duly registered with the Pharmacy and Poisons Board.
- Must have a valid current practicing license.
- Minimum 3 years work experience.

##### 4.2 Experience and knowledge

- At least 3 years working experience
- Experience in handling multiple tasks and working independently and in multidisciplinary and multicultural environment.

##### 4.3 Skills

- Team player,
- Excellent communication and planning skills.
- Problem solving skills
- Listening skills

##### 4.4 Competences

- Integrity and honesty
- Mature
- Ethical work practices
- Confidentiality

- Respect for diversity

**How to apply:**

Interested applicants are encouraged to submit a Cover letter in PDF expressing your interest, your salary expectation and clearly outlining your qualifications for the position (Not exceeding 2 pages); and an updated CV in PDF (Not exceeding 3 pages) highlighting all relevant educational, employment experience and availability to [recruitment@amref.org](mailto:recruitment@amref.org). The subject line for your email should read: **AEL/ Pharmacist - AMC/08-2020**. Deadline for applications is **15 August 2020**. Please note that only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy*