



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Pharmaceutical Technologist
REPORTING TO	Nurse Lead
DEPARTMENT/UNIT	Amref Medical Centre
DURATION OF CONTRACT	Two Years (Renewable)
DUTY STATION	Nairobi, Kenya

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

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.

### JOB PURPOSE

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

### PRIMARY RESPONSIBILITIES

KEY AREA	ACTIVITIES
Strategy and Implementation	<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>
Dispensing	<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> </ul>

	<ul style="list-style-type: none"> <li>• Pre-packing of medicines for dispensing.</li> <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 Forecasting</b>	<ul style="list-style-type: none"> <li>• Forecasting drug needs for the medical centre and 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> </ul>
<b>Reporting and 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>

## **REQUIRED QUALIFICATIONS**

### **Education and Professional Qualifications**

- 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

### **Required Qualifications and Experience**

- Minimum of three (3) years of relevant work experience
- Experience in handling multiple tasks and working independently and in multidisciplinary and multicultural environment

### **Knowledge, Skills and Competencies**

- Team player
- Excellent communication and planning skills
- Problem solving skills

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

### **HOW TO APPLY**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **June 29, 2023**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*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.*