



<b>Position:</b> <i>Pharmaceutical Technologist</i>	<b>Location:</b> <i>Kibera, Nairobi</i>
<b>Report to:</b> <i>Clinic Manager</i>	
<b>Job Description:</b> <i>She/he will manage inventory, dispense &amp; service prescriptions accurately.</i>	
<p><b>Core Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Update the formulary of drugs and supplies in collaboration with clinical staff and Ministry protocols to clients’ needs.</li> <li>• Maintain pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipts &amp; preparing reports as often as possible.</li> <li>• Prepare and dispense prescribed medications by reading medication orders and prescriptions; preparing labels; calculating quantities; assembling intravenous solutions and other pharmaceutical therapies.</li> <li>• Pre-pack medicines where possible, removing the medicine from its bulk packaging and repackaging it for dispensing.</li> <li>• Maintain a safe and clean environment by complying with company standard operating procedures &amp; government regulation Protects patients and employees by adhering to infection-control policies and protocols.</li> <li>• Develop systems and standards for the physical inventory and monthly reporting.</li> <li>• Compile reports as required by MoH and Partners and ensure that reports are generated and circulated.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Diploma in Pharmaceutical Technology or its equivalent</li> <li>• Be enrolled by Pharmacy &amp; Poisons Board</li> <li>• 3 years experience as a pharmaceutical technologist including dispensing of ART.</li> <li>• Proficiency in the use of computers and technology</li> <li>• Excellent written and oral communications skills</li> </ul> <p><b>Application Procedure:</b></p> <p>Send your application (cover letter and Resume) by email to reach <a href="mailto:info@carolinaforkibera.org">info@carolinaforkibera.org</a> or deliver the application at Carolina for Kibera offices in Kibera as soon as possible. Reviews and interviews will be conducted on a rolling basis.</p>	