



## **VACANCY:**

**ROLE TITLE: Pharmaceutical Technologist**

**LOCATION: COMMUNITY CENTRE SCHOOL CLINIC, MECHIMERU (Bungoma)**

**Role Summary:** To execute teaching duties in line with the mission, vision and strategic objectives of the mother organization. As a teacher, you must demonstrate professionalism, competence and integrity at all times.

### **Role Details:**

- ✚ Coordinate day-to-day operations to ensure smooth workflow and quality pharmacy services are delivered to beneficiaries.
- ✚ Receive, verify prescriptions and dispense drugs promptly.
- ✚ Receiving written prescriptions or requests for prescription refill from patients and ascertain correct quantity.
- ✚ Select the correct dosage form, strength, and quantity before dispensing.
- ✚ Determining potential drug interactions and advise patients accordingly to avoid adverse reactions to medication.
- ✚ Accurately price prescriptions for purposes of dispensing.
- ✚ Check that every label placed on the medications contains the correct patient name, drug, quantity, and directions of use.
- ✚ Manage pharmacy inventory; track expiry dates and monitor movement of slow-moving drugs; ensuring medication are properly stored.
- ✚ Process medical insurance claim for medications.
- ✚ Take part in administrative tasks ie keeping patients profile, maintaining pharmacy related records and reports.
- ✚ Compound oral solutions and prepackage bulk medications when required.
- ✚ Educating patients and caregivers on the appropriate use of drugs including frequency and methods of intake or applications; counsel patients when required.
- ✚ Provides information and answers questions regarding Pharmacy Services policies and procedures, drug availability, delivery times, drug costs, and other pharmacy-related issues.
- ✚ Liaise with prescribers for inaccurate prescription orders, document errors.
- ✚ Any other duties falling within the scope of work as guided by level of training, qualification and experience as well as projected clinic activities.

## Minimum Requirements

- ✚ **Diploma in Pharmaceutical Technology** or equivalent qualification from a recognized institution in Kenya.
- ✚ MUST be a **mature born again Christian** with a supporting verifiable testimony.
- ✚ MUST have at least **1 year' work experience** in hospital pharmacy practice or similar scope of operations.
- ✚ **Valid and current registration with Kenya Pharmacy and Poisons Board.**
- ✚ Have good communication skills in English, Swahili as well as interpersonal skills;
- ✚ Good level of **computer proficiency** - MS Office Suite, email, internet/social media and typing skills and an appreciation for emerging technology trends.
- ✚ **Good organizational skills, an enthusiastic approach to work, ability to perform under minimum supervision, pressure and demanding circumstances**
- ✚ MUST be flexible, self-motivated and a team player.
- ✚ MUST pay keen attention to detail; discretion and high integrity are imperative.
- ✚ Knowledge of relevant quality assurance and accountability systems is an added advantage.
- ✚ **An understanding of the social dynamics of the community, being conversant with the local language and the general geographical area** is a distinct advantage.

## Application Process

1. Please send your **customized cover letter** via <https://forms.gle/YzJzQ79n9q9YCsSi8>  
**Step 1 is a mandatory step.**
2. Send **updated CV** to [vacancies@yatimaoutreach.org](mailto:vacancies@yatimaoutreach.org) not later than end of day **Wednesday 19<sup>th</sup> February, 2025.** **Do NOT send in your testimonials at this point.**