

KAIRUKI HOSPITAL

Incorporated in the Kairuki Health and Education Network

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322 Regent Estate

P. O. Box 65300

Dar es Salaam, Tanzania

CAREER OPPORTUNITY – HOSPITAL PHARMACIST

Kairuki Hospital (KH) is incorporated as a company limited fully owned by Non- Governmental Organization known as Kairuki Health and Education Network (KHEN).

Kairuki Hospital hereby invites applications from highly motivated, qualified, competent and experienced personnel to enhance its human resource at the capacity of **Pharmaceutical Technicians (5 posts)**

Employment type : Full Time

Location : Mikocheni, Dar es Salaam

Reporting : Pharmaceutical Technician will work closely with the Hospital Pharmacist in ensuring that patients are well served.

Duties and Responsibilities:

- a) Assist in writing guidelines for drugs and use within the hospital.
- b) Assist in procurement and maintenance of adequate drug stocks, including, budgeting, purchasing and expenditure on pharmaceuticals.
- c) Ensure medical products are stored appropriately and securely to ensure freshness and potency.
- d) Dispense with accuracy prescribed drugs and advise patients on drug interactions, side effects, dosage and home storage of pharmaceuticals.
- e) Ensure medications reach patients in correct forms and dosage including reviewing prescriptions to assure accuracy.
- f) Compile store records and prescriptions including entering data to computer/Afya Box system
- g) Sort out and list drugs expiring within three months for the attention of the Pharmacist/prescribers.
- h) Weekly reports of slow moving products and alternative drugs available in stock.
- i) Perform routine tasks to help prepare prescribed medication, such as counting tablets and labeling bottles. .
- j) Collection, organization, and evaluation of patient information, the management of medication distribution, and providing drug information and education to the patient or consumer.
- k) The pharmaceutical technician prepares, dispenses, distributes, and administers medications under the direct supervision of the pharmacist.
- l) Demonstrate ethical conduct and maintain confidentiality of patient information.
- m) Maintain established procedures concerning quality assurance security of controlled pharmaceuticals and disposal of hazardous waste drugs, including those expired.
- n) To attend to any other business assigned by supervisor/chief medical

Required qualifications:

- i. Diploma in Pharmaceutical Sciences
- ii. Valid Practicing Licence/full registration/Retention Certificate & additional qualification from Pharmacy Council of Tanzania
- i. Should have at least three years of working experience in the related field
- ii. Should be computer knowledge comfortable with full Ms office applications

Mode of Application:

- i. Letters of application attaching a detailed curriculum vitae, certified copies of academic/professional qualification, testimonials and names, addresses, telephone numbers and email of two referees.
- ii. Should be addressed to the Director General, Kairuki Hospital, P.O. Box 65300, Dar es Salaam or Email : info@kairukihospital.org
- iii. **Closing date: Fourteen (14) days from the date of this advertisement**

Only short-listed candidates will be contacted for interview.