



UNITED REPUBLIC OF TANZANIA
REGIONAL ADMINISTRATION AND LOCAL
GOVERNMENT AUTHORITY

KISHAPU DISTRICT COUNCIL



ADVERTISEMENT FOR VACANCIES

The office of Kishapu District Executive Director in collaboration with Tanzania Health promotion support (THPS) in implementing "AFYA HATUA PROJECT" is currently seeking highly experienced committed and motivated Tanzanians Pharmacy technician to fill the following 9 months contract Period with possibilities of contract renewal.

POSITION: Pharmacy Technician, 2 posts

REPORT TO: Facility Incharge

LOCATION: Kishapu health centre, Maganzo dispensary

ESSENTIAL FUNCTIONS

The job description below is for the pharmacy technician, who is usually expected to perform the tasks, duties, and responsibilities with regards to ART program

- Use Pharmacy Module and other logistics tools to dispense ARVs and other Pharmaceuticals to clients at the CTC Pharmacy as per good dispensing practices.
- Provide patients adherence counselling on medication use and advice clients on rational use of medicines
- Conducting spot checking for expired medications available in all pharmacy sections ie wards, dispensing unit and main stores and separate them from usable stock
- Help in maintaining reasonable stock levels (Max –Min stock levels)
- Use of e-Logistics Systems (Pharmacy Module and e-LMIS) to prepare logistics reports and requests(R&R) as per the MOH schedule.
- Maintain updated paper based inventory systems at CTC Pharmacy and Main store departments
- Conducting monthly Physical Inventories for all ARVs and OI Medicines and keep record in the Pharmacy Module, Store Ledger and in the files
- Receive, load and unload incoming goods from Medical Stores Department, wholesale vendors and donors
- Coordinate delivery of pharmaceuticals products to other health facilities within the region, within a pharmacy department, at RCH/PMTCT Unit, TB/HIV Unit and other areas in the hospital where ARVs and OIs are needed
- Respond to queries on the availability and supply of medicines.

- Provide technical advice to prescribers on availability of ARVs and options available for switching clients and rational use of medicines
- Document and Report on any adverse drug reaction reported by clients at CTC and share the case with CTC in charge and later to TMDA
- Maintaining prescription records and inventories of medications and pharmaceutical products.
- Managing pharmaceuticals and other medical supplies by making sure, all inventory (receipts, issues, adjustments and balances) have been recorded in the stores ledger and Pharmacy Module
- Receive written prescriptions or requests for prescription refills from patients or from the clinicians
- Verify that the information on the prescription if is complete and accurate before dispensing medication to patients
- Prepare the prescription (this involves retrieving, counting, pouring, weighing, measuring and sometimes mixing the medication) for patients
- Maintain cleanliness of pharmacy equipment and working environment
- Perform any other duties as may be assigned by supervisor

PREFERED REQUIREMENT

- Diploma in pharmacy with specialized training and/or experience relating health systems strengthening supply chain management
- 1 year experience in supply chain management in the areas of ART, ILS, and TB logistic.
- Experience using computer applications including word processing, spreadsheets and power point presentation is required.
- Knowledge on using CTC pharmacy module and e-LMIS is an added advantage.
- Must be enlisted by Pharmacy Council of Tanzania.

This is an equal opportunity, men and women below 45 years with no other employment are encouraged to apply.

All interested candidates can send their application letters, CV, certified copies of their academic certificate and Pharmacy Council of Tanzania Registration license to Practice through

District Executive Director

P.O. BOX 1288

KISHAPU

Before Date 21/12/2021



DAVID MASHAURI SHILE

AG.DISTRICT EXECUTIVE DIRECTOR

KISHAPU DC

**DISTRICT EXECUTIVE DIRECTOR
KISHAPU DISTRICT COUNCIL
P.O.Box 1288, KISHAPU**