



RECRUITMENT RE-ADVERTISEMENT

About Us

City eye hospital is a social venture that provides quality and affordable eye care to people living in Kenya and is a member of the ACCESS eye hospital network in Sub-Saharan Africa. We are a dedicated, dynamic, and experienced team of eye care professionals.

We are looking forward to onboard top and unique talent to support our venture of offering unmatched eye care services in line with our core values; God, People and Excellence. We have exciting career opportunities as detailed below;

Vacancy Details

Our Ref:	CEH/HR/REC/009/2022	Terms of Engagement	Permanent
Role:	Pharmacy Technician	Place of work:	City Eye Hospital's - Nyeri branch
Reporting to:	Patient Care Manager	No. of Vacancies	1

Main Purpose of the Role

Reporting to the Patient Care Manager, the incumbent shall be tasked to;

- a) Oversee the drugs and medication acquisition and distribution at the hospital.
- b) Dispense drugs and medication to patients while providing drug information and education to them.

Key Responsibilities

- a) Scrutinize Patient Treatment Sheets and Prescriptions for suitability of prescribed drugs in relation to dosing accuracy, drug interaction and route of administration and provide drug information to patients, doctors, nurses and other medical staff.
- b) Timely and accurate posting dispensed drugs for billing purposes.
- c) Place orders for stock replenishment to the Procurement department in order to maintain optimal stock levels.
- d) Participates in regular drug expiry monitoring in the pharmacy to identify and document items with expiry of less than the required duration of time allowed.
- e) Compound, re-package and dilute drugs according to laid down guidelines.
- f) Counsel patients appropriately to ensure adherence to drug therapy.
- g) Participate in stock take exercise at the pharmacy and ensure timely explanation of stock variances.
- h) Enter prescriptions orders into the appropriate hospital software.
- i) Document adverse drug reactions on patients.
- j) Receive drugs and verify against the Stock transfer printout
- k) Shelf of items appropriately especially expired drugs.
- l) Perform stock counts and stock movement analysis
- m) Answer to calls from patients who might need assistance or advise on drugs
- n) Prepare weekly and monthly management reports and submit them within the agreed timeframes.
- o) File prescriptions as required.
- p) Ensure compliance with the relevant authorities including the Pharmacy and Poisons Board.



Knowledge and Experience Required

- (i) Diploma or higher in Pharmaceutical Technology.
- (ii) Proficiency in supply chain management and pharmacy operations.
- (iii) Minimum Three years' experience post enrollment in a similar role.
- (iv) Licensing by the Pharmacy and Poisons Board of Kenya
- (v) Member of the Kenya Pharmaceutical Association in good standing

Key Skills and Competencies Required

- (i) Good leadership, Interpersonal communication and Customer Care Skills.
- (ii) Exceptional verbal, written and presentation skills
- (iii) Ability to work effectively both independently and as part of a team.
- (iv) Demonstrated ability to uphold and align oneself with the core values of city eye hospital.

Application Criteria

Interested and qualified candidates to make their applications through careers@cityeyehospital.or.ke with the subject being "**Pharmacy Technician**" – **CEH/HR/REC/009/2022**". Recruitment shall be on a rolling basis until the vacancy is filled.

The application **must** include;

1. An up-to-date CV, not more than 4 pages long, with the current and expected remuneration indicated in the CV.
2. A one-page document in **PDF format** explaining how their personality aligns to the core values of City Eye Hospital.

We are committed to grant you a great applicant's experience, and we do not discriminate against gender, religion, marital status or any other diversities. All applications shall be accorded due consideration but due to the high volume of the same that we receive, we shall only be able to contact the shortlisted candidates. Applicants who fail to adhere to the application criteria indicated and do not meet the qualifications highlighted shall automatically be disqualified