



Makerere University Lung Institute

Makerere University College of Health Sciences, New Mulago Hospital Complex
Upper Mulago Hill Road. P.O. Box 7749, Kampala Uganda
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JOB ADVERT

Background

Makerere University Lung Institute (MLI) is a center of excellence for Lung Health in the College of Health Sciences, Makerere University. Our mission is lung health research that integrates disease prevention, clinical care and training in Sub-Saharan Africa. MLI therefore seeks to fill the following positions to support service delivery at the Lung Institute Clinic (LIC).

Job Title: Pharmacy Technician (1)
Reports to: Head of Clinical Services
Engagement: Fulltime
Duration: 1 year, renewable upon satisfactory performance

Job Summary:

The Pharmacy technician will be responsible for receiving, dispensing, ordering and inventory management of drugs.

Roles and responsibilities:

1. Receive, distribute, manage, and store pharmaceutical products and supplies
2. Handling of medications in accordance with pharmacy department policies and procedures
3. Manage logistics for filing and distributing orders or prescriptions
4. Ensure accurate bill and cost transfer between cost units
5. Performs all quality control checks prior to final pharmacist verification including accurate volumes, labeling, and storage requirements
6. Responsible for medication inventory management
7. Ensure accuracy of patient's medication list including follow-up with clinicians or patients for clarification
8. Complete audits, including documentation of audit completion and expired medications
9. Ensure records are accurate, complete, within specification to ensure compliance with NDA or other applicable rules and regulations
10. Work with pharmacists to ensure that policies and procedures are current, and all activities are following relevant standards.
11. Proper handling of donation as per institute procurement manual.
12. Ensure pharmacy station is clean and well maintained
13. Provide a weekly report on all pharmacy related activities.

Qualifications & Skills:

- Diploma in Pharmacy at a recognized institution in Uganda
- Registration with the Allied Health Professionals body
- At least 2 years' post qualification experience. Experience working in a research organization is an added advantage
- Good computer skills

All suitably qualified and interested candidates should submit an application letter with a 3-page CV, Academic documents + two reference letters by the 29th August 2024 using this link: <https://forms.gle/UUR5LMpna27cWfVw8>. Applications should be addressed to the:

Administrator, HR
Makerere University Lung Institute
Lung Institute Building, New Mulago Hospital Complex, New Mulago Hill Road
P.O. Box 7749, Kampala (U)

Only shortlisted candidates will be contacted.

"Science for Healthy Lungs"