



## THE NAIROBI HOSPITAL

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### Career Opportunities

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The Nairobi Hospital, a leading health care institution in Eastern Africa has excellent career opportunities for individuals who possess a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidates will be team players with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2025-2029).

#### **PHARMACEUTICAL TECHNOLOGIST- (6 months)      REF: TNH/HRD/CP/5/2025**

The overall purpose of this job is to provide support in dispensing drugs to patients and other units in the Hospital in line with established protocols.

#### **ROLES AND RESPONSIBILITIES**

- a) Receive and verify written prescriptions from patients to ensure completeness and accuracy and refill requests from patients;
- b) Respond to patients' inquiries, questions, or requests in a courteous and timely manner;
- c) Prepare and package chemotherapy medications and other medications requiring special handling in accordance with safety measures;
- d) Assist in filling, processing, and dispensing medications to patients in safety standards and to ensure quality care for patients;
- e) Assist in maintaining the drug inventory through inventory control practices;
- f) Initiate procurement process for medications;
- g) Check for expiration dates on medications on a regular basis;
- h) Record and maintain accurate reports and paper work on all transactions; and
- i) Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

#### **EDUCATION AND EXPERIENCE**

- Diploma in Pharmaceutical Technology from a recognized institution.
- Must be registered with the Pharmacy and Poisons Board of Kenya and hold a valid practicing license.
- Minimum 2 years' relevant experience preferably in a hospital environment.

### **CORE COMPETENCIES**

- Knowledge of pharmacokinetics, pharmacology and pharmaceuticals
- Understanding of the human anatomy
- Basic knowledge of nutrition supplementation
- Drive and openness to learning
- Time management skills
- Interpersonal skills
- Patient care skills
- Effective decision making and judgement skills
- Analytical skills
- Attention to detail
- Communication skills
- Team working skills
- Accountability
- Integrity
- Confidentiality

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, your current remuneration, testimonials and full contact details of 3 referees, to reach the undersigned not later than **9<sup>th</sup> May, 2025**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

*The Nairobi Hospital does **NOT** charge recruitment fees.*

**Head of Human Resources**

**The Nairobi Hospital**

**P. O. Box 30026 – 00100**

**NAIROBI**

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