



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player 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 (2019-2024).

SENIOR PHARMACIST (PHARMACY STORES) REF: TNH/HRD/SH/06/2024

The overall purpose of this job is to ensure proper warehousing, inventory control of medicines including efficient receiving, transfer and dispatch of medicines in line with the Hospital's objectives.

Key duties and responsibilities

- a) Ensure effective utilization of medicine store and ensure proper loading, offloading, stocking and safekeeping of medicines in order to maintain the quality of medicines, prevent product damage and avoid occurrence of pilferage, accidents and occupational hazard;
- b) Effectively monitor flow of medicines and implement First-In First-Out (FIFO) method in dispatching of medicines to various pharmacies;
- c) Coordinate with the procurement unit with regards to incoming deliveries of medicine supplies;
- d) Develop a data storage system for the warehouse;
- e) Ensure accuracy of medicines inventories against system records by conducting regular cycle count as per established schedules and guidelines.
- f) Evaluate and analyse inventory variances and implement preventive measures to forestall inventory variances;
- g) Comply with regulations on medicine warehousing, handling, and shipping requirements;



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- h) Manage medicine inventory control and reconcile with data storage system.
- i) Identify, deploy and motivate the pharmacy stores team including performance appraisal, identification of training needs, mentorship and coaching as well as leave and absence management in line with the hospital's people agenda; and
- j) Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

Working relationships

Internal Relationships: Nursing, Medical Services, Human Resources, Operations, Legal, Internal Audit, Risk and Compliance, Strategy & Innovation and other user departments.

External Relationships: Suppliers, Other hospitals

Knowledge, experience and qualifications required

- Bachelor's degree in Pharmacy from a recognized institution.
- Must be have valid registration and hold a valid practicing license with the Pharmacy and Poisons Board of Kenya.
- Minimum of 5 years' pharmacy experience preferably in a hospital environment with 3 years at supervisory level.

Competencies

Technical & Behavioural competencies

- Experience in warehousing and inventory management.
- Thorough understanding of procurement laws and procedures.
- Knowledge and experience in demand and supply system and best procurement practices.
- Knowledge of pharmacokinetics, pharmacology and pharmaceuticals
- Understanding of the human anatomy
- Basic knowledge of nutrition supplementation
- Understanding of pricing and billing procedures
- Strong leadership and skills to foster teamwork; develop and motivate staff, resolve conflicts as well as ability to provide direction, guidance, momentum and vision in order to achieve organizational objectives.



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- Demonstrated business acumen - able to create strategy and actions that impact business success.

If your background, experience and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **21 June 2024**. Only shortlisted candidates will be contacted. If you do not hear from us within two weeks post application, please consider your application unsuccessful.

Please note that THE NAIROBI HOSPITAL DOES NOT CHARGE ANY FEES from applicants at any stage, nor has it engaged a third party to facilitate this hire. All communications to successful candidates will be done using official contacts as listed on our website.

Head of Human Resources

The Nairobi Hospital

P. O. Box 30026 - 00100

NAIROBI

Email: recruitment@nbihosp.org