

# JOB ADVERT

## PHARMACEUTICAL TECHNOLOGIST



<b>Job Title</b>	Pharmaceutical Technologist (1 Position)	<b>Probation Period</b>	3 Months
<b>Location</b>	Marie Stopes Kenya- Ruiru Premier Clinic	<b>No. of Direct Reports</b>	N/A
<b>Reporting to</b>	Centre Manager	<b>Budget Responsibilities (Y/N)</b>	N/A

MSI Reproductive Choices Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

We are seeking to recruit a **Pharmaceutical Technologist** who will be responsible for performing tasks related to dispensing pharmaceutical products and stock management responsibilities, which include receiving of goods, storage and distribution of goods and will be required to liaise and work closely with the Procurement Team to ensure that the Centre's stock management policy is adhered to and core objectives of MSI Reproductive Choices are achieved.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to MSI Reproductive Choices global core values:

<b>Mission-driven</b>	<b>Client-centred</b>	<b>Accountable</b>	<b>Courageous</b>	<b>Resilient</b>	<b>Inclusive</b>
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### Product Quality – Roles and Responsibilities

- Ensures all drugs requested and purchased are approved by the Medical Development Team and in line with MSI Global regulations for purchase of drugs.
- Ensure drugs ordered and supplied are as per the Standard Product List and informing Director Technical Services and Procurement department of any changes.
- Receive and check incoming medical products and supplies (from suppliers and other organization) and ensure quality and standards of the medical products and supplies.
- Conduct random checks on quality of drugs and participate in sampling process of products for pharmacovigilance purposes.
- Ensure there are no drug expiries in the pharmacy.
- To monitor drugs' expiry date and minimum medical stock level in order to ensure adequate stocks at all times and report findings to the Centre Manager.
- Keep records of serious untoward incidents e.g. drug errors, poor quality, expired drugs as requested by the Pharmacist.

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### Offer technical support in forecasting and quantification of medical supplies to all service delivery leads.

- Advice different Centre teams on quantification of needs on monthly/quarterly basis and help them forecast based on the consumption trends for each team.
- Coordinate the distribution of medicines and medical supplies to all service points in a timely and effective manner while maintaining quality of the supplies i.e. Cold chain
- Support the implementation of good storage practices in all stores/Pharmacies within MSI e.g. establish re-order levels, sorting of items, arrangement of stores, temperature tracking and FEFO arrangements.
- Train staff on re-order levels and management.
- Train staff on importance on FIFO to avoid supplies expiring at the stores.

### Supply chain management

- Coordination of receipt of goods, verification of documents against goods delivered, and makes sure the suppliers sign the relevant documents.
- Verifies receipts against purchase orders, processes customer returns daily.
- Maintain inbound receiving records.
- Assists in shipping of goods, receiving, stocking, storing, and inventory of materials. Assist the Inventory Control staff with receiving corrections.
- Ensures proper storage of medicines by standard storage documents and locates the drugs by categorized lay-out.
- Maintains medical storage space clean and tidy, stacking of boxes and to set correct room temperature and level of moisture by keeping daily track records and maintaining the cold chain.
- Arranges picking, sorting and packing of Medical Products for distribution to various service delivery points.

### Overseeing stock holding management to ensure protection and safe storage

- Ensuring availability and updated stock cards.
- Lead weekly and monthly stock counts and reporting.
- Ensure that stock (drugs and consumables) levels are maintained within the minimum and maximum acceptable levels basing on monthly consumption.
- Maintains records, searching for and compiling information and data, responding to routine request with answers by phone, in person, or by email correspondence.
- Maintains cleanliness of the stores, goods and materials in them and keeps the equipments in good working order
- Checks periodically and makes sure that the needed materials are in necessary quantity and quality.
- Ensures proper labelling and shelving of the warehouses.

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- Coordination of dispatch of products in the store to the various service delivery points.
- Run and distribute stock reports to the Centre Manager.
- Ensures distribution forms, requisitions, purchase orders forms and packaging slips are completed accurately.

### Qualifications

- Diploma in Pharmacy from accredited institutions by Pharmacy and Poisons Board
- Registered with the Pharmaceutical Technologist with Pharmacy and Poisons Board
- Minimum of three (3) years post training experience in the same position
- The Candidate should have experience working with any ERP system.

### Skills

- Proven experience in Warehouse management and stock control.
- Computer Literate
- Good communication skills
- Knowledge of drugs and their indications, contra indications, dosing, side effects and proper administration
- Knowledge of clinical operations and procedures
- Ability to train other assigned staff as necessary
- Ability to maintain quality, safety, and/or infection control standards
- Analytical solving skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Good computer skills
- Excellent report writing skills
- Security and safety minded

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### Behaviours and Values:

Successful performance at MSI Reproductive Choices Kenya is not simply defined in terms of 'what' people achieve but equally is about 'how' people go about their jobs and the impact that they have on others.

<b>Work as One MSI</b>	<p>You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.</p> <p>You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.</p> <p>You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.</p>
<b>Show courage, authenticity and integrity</b>	<p>You hold yourself accountable for the decisions you make and the behaviour you demonstrate. You are courageous in challenging others and taking appropriate managed risks.</p>
<b>Develop and grow</b>	<p>You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.</p> <p>You manage your career development including keeping your knowledge and skills up to date.</p>
<b>Deliver excellence, always</b>	<p>You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.</p> <p>You build and maintain effective long-term working relationships with all stakeholders and are a true MSI ambassador.</p>
<b>Leadership</b>	<p>You inspire individuals and teams, through situational leadership, providing clear direction. You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.</p> <p>You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.</p> <p>You articulate a vision of the future which inspires and excites others.</p>

### How To Apply

**Suitable and qualified internal and external candidates** should fill in their details via: <https://hcm.maristopes.or.ke/hcm/recruitment.jsp?view=1:0> on or before **24<sup>th</sup> June 2026**. The applications shall be reviewed on a rolling basis. **Do not attach** certificates and testimonials.

MSI reproductive Choices Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.