



BANK of ZAMBIA

EMPLOYMENT OPPORTUNITIES

Bank of Zambia, an equal opportunity employer invites applications from suitably qualified Zambians to apply for the following vacant positions:

PHARMACY TECHNOLOGIST (HO) (1 POST) GRADE: BOZ 3

Job Purpose

Supports pharmacological services by maintaining Pharmacovigilance, stocking, reordering, assembling, and distributing medications and other pharmaceutical products.

Main Accountabilities

- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies, placing and expediting orders, removing outdated drugs.
- Maintains a safe and clean pharmacy by complying with procedures, rules, and regulations.
- Receive written prescriptions or refill and verify that information is complete and accurate
- Maintains proper storage and security conditions for drugs
- Protects patients and employees by adhering to infection-control policies and protocols.
- Orders, labels and counts stock of medication, chemicals, and other pharmaceutical supplies.
- Act as a patient advocate by ensuring that the patient's prescribed drug therapy is followed as prescribed.
- Organizes medications for dispensing by reading medication orders and prescriptions; preparing labels; calculating quantities; assembling intravenous solutions and other pharmaceutical therapies.
- Prepares reports by collecting and summarizing information.
- Helps health care providers and patients by answering questions and requests pertaining to drugs
- Promotes patient drug compliance
- Report patients drug adverse events
- Work as part of a team to provide support to other members of the health care team.

Qualifications and Experience

- Diploma in Pharmacy Technologist with 1-year relevant experience
- Licensed and registered by the Health Professional Council of Zambia
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better, including English & Mathematics).

Key Knowledge and Attributes

- Accurate data entry skills
- Excellent oral and written communication skills
- Strong management and organizational skills
- Willingness to be a team player and promote positive team environment
- Flexible and proactive to meet varied patient needs
- Able to collaborate with other healthcare professionals
- Strong interpersonal skills
- Experienced in Microsoft office (word, excel, outlook etc)
- Ability to maintain favorable public relations.
- Maintain information confidentiality

CONDITIONS OF SERVICE

Bank of Zambia Conditions of Service will apply. Please note that all the positions are on Fixed Term Contract of Employment for three (3) years and renewable.

Only candidates who meet the above role specifications should apply enclosing their detailed curriculum vitae and certified photocopies of certificates to the undersigned not later than **Friday, 26th May, 2017**. For more information, visit: www.boz.zm.

Women are encouraged to apply. Only shortlisted candidates will be contacted.

Director – Human Resources

Bank of Zambia

Bank Square

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Lusaka