

20<sup>th</sup> August, 2025

**Job Advert - Employment Opportunities**

Comprehensive Rehabilitation Services for People with disability in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization. CoRSU provides Orthopaedic Surgery, Plastic Surgery, and Rehabilitation, mainly for children as well as adults with disability.

**CoRSU Hospital seeks to fill the following vacancy:**

<b>Job Title:</b>	Pharmacy Technician
<b>Number of vacancies:</b>	01
<b>Payment Grade:</b>	Fulltime
<b>Reporting to:</b>	Pharmacist
<b>Department:</b>	Pharmacy & Medical Diagnostics

**Overall job objective:**

Responsible for providing technical support to the pharmacy department, ensuring the efficient and accurate dispensing of medications to patients within CoRSU.

**Dispensing Medications:**

- Receive and verify prescriptions from healthcare providers.
- Accurately prepare and dispense medications according to prescribed dosages and instructions.
- Label medications clearly and provide patient instructions.
- Maintain accurate records of all dispensed medications by entering prescriptions orders into the appropriate hospital software.
- Scrutinize Patient Treatment Sheets and Prescriptions for suitability of prescribed drugs in relation to dosing accuracy, drug interaction and route of administration and provide drug information to patients, doctors, nurses and other medical staff.
- Timely and accurate posting dispensed drugs for billing purposes.

**Inventory Management:**

- Maintain adequate stock levels of medications and supplies.
- Receive, store, and organize medications in a secure and organized manner.
- Ensure medicines for cold temperatures are always kept in the refrigerator.
- Perform regular drug expiry monitoring in the pharmacy to identify and document items with expiry of less than the required duration of time allowed.
- Perform stock counts and stock movement analysis
- Participate in stock take exercise at the pharmacy and ensure timely explanation of stock variances.
- Assist in the ordering and procurement of medications and supplies.

**Patient Counselling:**

- Provide basic information to patients regarding medication usage, side effects, and precautions.
- Answer patient questions and concerns within the scope of practice.
- Refer complex inquiries to the pharmacist.

**Administrative Tasks:**

- Maintain accurate patient records and documentation.

**Comprehensive Rehabilitation Services for People with Disability in Uganda.**

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Website: [www.corsuhospital.org](http://www.corsuhospital.org)

- Prepare weekly and monthly management reports and submit them within the agreed timeframes.
- Document adverse drug reactions on patients.
- Participate in quality assurance and quality improvement initiatives.

#### **Financial Management**

- Maintains drug stock records to avoid stock outs/ overstocking, both which can lead to financial loss
- Ensuring adherence to the unit budget to ensure optimal use of resources.

#### **Risk Management**

- Evaluating the patient's medical history, the potential benefits of the drugs prescribed and the associated risks.
- Continuously assesses risk inherent in department and ensure adherence to mitigation measures in place.

#### **Compliance**

- Adhering to high ethical standards and maintaining confidentiality is paramount.
- Adhere to pharmacy regulations, policies, and procedures, including privacy and security protocols.
- Adhere to all CoRSU policies

#### **Required Qualifications:**

- Diploma in Pharmacy or equivalent qualification from a recognized institution.
- Registration with the Uganda Allied Health Professionals Council.

#### **Related Minimum Experience:**

- Two (2) years' experience in a pharmacy setting, preferably in a healthcare facility.

#### **Key Competencies & Skills:**

##### **Behavioral**

- Ability to work independently and as part of a team.
- Attention to detail and accuracy.

##### **Leadership**

- Strong communication and interpersonal skills.

##### **Knowledge.**

- Strong knowledge of medication administration, dosage calculations, and drug interactions.

##### **Skills**

- Proficiency in computer skills, including pharmacy software.

##### **Attributes include:**

- Ability to work with minimum supervision
- Commitment to patient care and quality assurance

##### **Physical Requirements and Environmental Conditions**

- The Pharmacy Technician may be required to work flexible hours, including weekends and holidays.
- Standing for long hours.

Qualified persons should submit their applications (detailed CV with a cover letter plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi, or email to: [recruitment@corsuhospital.org](mailto:recruitment@corsuhospital.org) before midnight of **Monday 8<sup>th</sup> September, 2025**, the Title of the Job you are applying for and the name of the Applicant should be the subject of the email.

**NB:** CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.