



Vacancy Advertisement

MRI Botswana Limited is a citizen owned private company providing a variety of services including emergency medical assistance and pre-hospital care, emergency medical training, contact centre solutions, integrated primary healthcare services and pharmaceutical services. The company is looking for suitably qualified, experienced, self-driven and dynamic professionals for the following positions:

▶ PHARMACIST - MAUN

Main Purpose of the Job

Reporting to the Pharmacist in Charge, the Pharmacist will be responsible for ensuring the proper running of the dispensary and the business.

Key Performance Areas

- Dispenses drugs to customers and provides the needed counseling on adherence to drug therapy.
- Ensures high levels of clinical quality and customer service at all times.
- Ensures adherence to regulatory standards and requirements.
- Ensures proper application of Standard Operating Procedures (SOPs).
- Ensures proper stock management including storage, maintenance of adequate inventory levels and accurate records of drugs, disposal of expired stock and stock take.
- Prepares periodic business unit reports.
- Supervises subordinates and delegates responsibilities accordingly.

Core Competencies

- Clinical Know-How
- Customer Service Ethic
- Good Communication Skills
- Good Interpersonal Skills
- Good Problem Solving and Decision Skills
- Attention to Detail
- Ability to work in a team environment

Job Requirements

- Bachelor of Pharmacy
- Minimum of 4 years work experience
- Valid registration with Botswana Health Professions Council
- Computer literacy with excellent knowledge of Microsoft Office Programs i.e. Excel, PowerPoint, Word and Access
- Kitso Training will be an added advantage
- Experience in retail pharmacy will be an added advantage
- Experience with Compharm system will be desirable

Applications, which include a covering letter and resume **ONLY** should be sent to:

The Human Resources Department
MRI Botswana Ltd
Gaborone
Email: recruitment@mri.co.bw

Please note that all applications **MUST** be sent via **Email** only. No hand deliveries or applications sent via the Post Office will be accepted.

Closing Date: **06 August 2021**

Kindly note that only shortlisted candidates will be responded to.

▶ PHARMACY TECHNICIAN - MAUN

Main Purpose of the Job

Reporting to the Pharmacist in Charge, the Pharmacy Technician will be responsible for ensuring the proper running of the Prime Health Pharmacy and the business.

Key Performance Areas

- Dispenses drugs to customers and provides the needed counseling on adherence to drug therapy.
- Ensures high levels of clinical quality and customer service at all times.
- Ensures adherence to regulatory standards and requirements.
- Ensures proper application of Standard Operating Procedures (SOPs).
- Participates in stock management including storage, maintenance of adequate inventory levels and accurate records of drugs, disposal of expired stock and stock take.
- Participates in periodic report compilation.

Core Competencies

- Clinical Know-How
- Customer Service Ethic
- Good Communication Skills
- Good Interpersonal Skills
- Good Problem Solving and Decision Skills
- Attention to Detail
- Ability to work in a team environment

Job Requirements

- Diploma in Pharmacy
- Minimum of 2 years work experience
- Valid registration with Botswana Health Professions Council
- Computer literacy with excellent knowledge of Microsoft Office Programs i.e. Excel, PowerPoint, Word and Access
- Kitso Training will be an added advantage
- Experience in retail pharmacy will be an added advantage
- Experience with Compharm system will be desirable

▶ PHARMACY ASSISTANT - MAUN

Main Purpose of the Job

Reporting to the Responsible Pharmacist, the Pharmacy Assistant will be responsible for supporting the business in ensuring the proper running of the Prime Health Pharmacy.

Key Performance Areas

- Customer Service, front shop sales assistance for clients and maintenance of front shop-merchandising layout, pricing and cleanliness
- Supervision of Cashiers, scheduling and general supervision including cash reconciliations
- Reconciliation of daily transactions including cash and online transactions
- Responsible for medical aid submissions; assisting the Pharmacist in charge with manual medical aid submissions and reconciliation of claims
- Inventory management support; assist with stock receipt, counting and packing on shelves, stock rotation and managing medicine expiries
- Assisting with courier pharmacy packaging and dispatch
- Assist with maintenance of pharmacy standards as may be allocated
- Perform any other duties as may be directed from time to time

Core Competencies

- Knowledge and use of Microsoft Office Suites
- Customer Service Orientation
- Commercial Awareness
- Excellent interpersonal skills
- Good verbal communication skills
- Organizational skills
- Attention to detail

Job Requirements

- BGSC
- Certificate in Accounting, Retail, Marketing or equivalent
- 2 years' work experience in a customer-oriented environment
- Experience in a pharmacy, healthcare environment or retail environment will be an added advantage

For more opportunities to join our growing family, visit our website or give us a call:



(+267) 390 3066



enquiries@mri.co.bw