



Patient-Centered Care

# KING FAISAL HOSPITAL RWANDA

## OFFICE OF THE CHIEF EXECUTIVE OFFICER

### EXTERNAL ADVERTISEMENT

**King Faisal Hospital, Rwanda**, "A center of excellence in health service provision, clinical education, and research".

This is an exciting time for King Faisal Hospital, Rwanda as we embrace a new strategic direction.

The hospital has continued to grow due to its positive reputation for authentic compassionate health care and highly skilled medical practitioners, especially in specialized surgical and medical services.

**King Faisal Hospital Kigali is looking for suitable candidate to fill the following position**

POSITION	COMPETENCY REQUIREMENT	KEY RESPONSIBILITIES	No
1. Head of Pharmaceutical Warehousing and Distribution	<ul style="list-style-type: none"><li>• <b>Education:</b> Master of Science in Pharmaceutical Sciences.</li><li>• <b>Experience:</b><ul style="list-style-type: none"><li>○ Over 10 years of professional experience in clinical pharmacy, pharmaceutical procurement, and hospital pharmacy management.</li></ul></li></ul>	<ol style="list-style-type: none"><li>1. <b>Warehouse Operations Management:</b><ul style="list-style-type: none"><li>○ Oversee the entire pharmaceutical warehousing operations, ensuring proper receipt, storage, and distribution of medications and medical supplies.</li><li>○ Ensure the warehouse maintains high standards of safety, security, and compliance with national and international regulations for pharmaceutical storage.</li><li>○ Implement and manage inventory control systems to optimize stock levels, prevent shortages or overstocking, and ensure timely replenishment of supplies.</li></ul></li><li>2. <b>Pharmaceutical Distribution Management:</b></li></ol>	1

KG 544 Street 10, Gasabo District, Kacyiru • P.O BOX 2534 Kigali, Rwanda.


Toll-free: 3939 • +250 788 123 200 (International) • Email: [info@kfhkigali.com](mailto:info@kfhkigali.com) • Website: [www.kfn.rw](http://www.kfn.rw)

KS

<ul style="list-style-type: none"> <li>○ Must have held the position of Head or Chief Pharmacist at a referral or teaching hospital in Rwanda, with proven experience managing pharmaceutical warehousing and distribution.</li> <li>○ In-depth knowledge of pharmaceutical procurement processes, inventory control, and supply chain management.</li> </ul> <p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership and Governance:</b> <ul style="list-style-type: none"> <li>○ Demonstrated leadership experience, including roles in governance or participation in key hospital committees.</li> <li>○ Proven track record of managing teams in a hospital setting, with the ability to provide strategic</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Coordinate the distribution of medications to various hospital departments, ensuring timely and accurate delivery of pharmaceutical products.</li> <li>○ Establish protocols for tracking and verifying the movement of pharmaceuticals from the warehouse to their final destination within the hospital.</li> <li>○ Ensure that all medications distributed meet the required quality standards, with proper documentation and verification processes in place.</li> </ul> <p><b>3. Inventory Planning, Control and Management:</b></p> <ul style="list-style-type: none"> <li>○ Develop and maintain efficient inventory management systems that ensure accurate tracking of stock levels and reduce wastage or expirations.</li> <li>○ Lead regular stock audits to ensure that inventory records are up to date and reflect actual stock levels.</li> <li>○ Oversee the management of slow-moving or obsolete stock, ensuring proper handling and disposal in accordance with regulatory guidelines.</li> <li>○ Lead the development of inventory planning strategies to meet both clinical needs and financial goals, ensuring a balance between stock availability and cost efficiency.</li> </ul> <p><b>4. Budgeting and Financial Oversight:</b></p> <ul style="list-style-type: none"> <li>○ Collaborate with the Finance Division to develop and manage the pharmaceutical warehousing budget, ensuring efficient use of financial resources.</li> <li>○ Monitor and control warehouse--related expenses, including storage, procurement, and distribution costs, to stay within approved budgets.</li> </ul>
--	---

*Handwritten signature/initials*



<p>direction and ensure high operational performance.</p> <p><b>Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>• <b>Pharmaceutical Expertise:</b> Comprehensive understanding of clinical pharmacy, pharmaceutical procurement, warehousing, and distribution processes.</li> <li>• <b>Inventory and Supply Chain Management:</b> Expertise in managing large-scale pharmaceutical inventories, ensuring efficiency, cost-effectiveness, and accuracy.</li> <li>• <b>Leadership:</b> Strong leadership and team management skills, with the ability to mentor and guide warehouse staff</li> </ul>	<p>○ Provide financial forecasts for pharmaceutical inventory needs based on historical usage and clinical demand, ensuring proper alignment with the hospital's financial objectives.</p> <p><b>5. Pharmaceutical Procurement Support:</b></p> <ul style="list-style-type: none"> <li>○ Collaborate with the procurement team to ensure that the warehouse receives and stores the correct quantities and types of pharmaceuticals and medical supplies.</li> <li>○ Provide input on forecasting medication needs based on historical usage trends, clinical demand, and seasonal variations.</li> <li>○ Ensure proper communication with the procurement unit to align warehouse inventory with the hospital's clinical and operational needs.</li> </ul> <p><b>6. Compliance and Regulatory Oversight:</b></p> <ul style="list-style-type: none"> <li>○ Ensure full compliance with national pharmaceutical regulations, including those issued by the Rwanda Food and Drug Authority (FDA), and maintain accurate records for regulatory audits.</li> <li>○ Implement risk management procedures to mitigate potential issues such as medication errors, improper storage conditions, and expired stock.</li> <li>○ Ensure that all warehouse staff are trained and follow proper procedures for handling pharmaceuticals in compliance with Good Distribution Practices (GDP) and Good Storage Practices (GSP).</li> </ul>	
--	---	---

	<p>toward optimal performance.</p> <ul style="list-style-type: none"> <li>• <b>Regulatory Compliance:</b> Thorough knowledge of national and international pharmaceutical regulations, including best practices in storage and distribution.</li> <li>• <b>Financial Acumen:</b> Ability to manage inventory-related budgets, control costs, and collaborate with the finance team to align warehousing operations with financial objectives.</li> <li>• <b>Problem-Solving:</b> Strong analytical and decision-making abilities, particularly in resolving supply chain challenges and improving warehousing efficiency.</li> </ul>	<p><b>7. Leadership and Governance:</b></p> <ul style="list-style-type: none"> <li>○ Provide strategic leadership to the warehousing and distribution team, ensuring high levels of performance, professionalism, and compliance with internal and external policies.</li> <li>○ Participate in hospital governance meetings related to pharmaceutical management, offering insights and recommendations for improving supply chain efficiency and medication safety.</li> <li>○ Lead initiatives to enhance warehouse operations, improve workflows, and ensure alignment with the hospital's financial and operational goals.</li> </ul> <p><b>8. Collaboration and Coordination:</b></p> <ul style="list-style-type: none"> <li>○ Act as the primary liaison between the Finance Division, Clinical Division, and Procurement Unit to ensure smooth coordination of pharmaceutical operations.</li> <li>○ Work closely with clinical departments to understand their medication needs and ensure that the warehouse stocks and distributes products accordingly.</li> <li>○ Collaborate with the finance department to align inventory management with budgeting and cost control objectives.</li> </ul> <p><b>9. Quality Improvement and Risk Management:</b></p> <ul style="list-style-type: none"> <li>○ Implement continuous quality improvement measures to enhance the safety and efficiency of warehousing and distribution processes.</li> <li>○ Develop and monitor key performance indicators (KPIs) for warehouse operations, addressing any inefficiencies or risks in the pharmaceutical supply chain.</li> </ul>
--	--	---



2. Lab-Technician	<ul style="list-style-type: none"> <li>• <b>Communication:</b> Excellent communication and interpersonal skills, capable of coordinating across departments and presenting complex information clearly.</li> </ul> <p><b>Key Attributes</b></p> <ul style="list-style-type: none"> <li>• Strong organizational skills and attention to detail.</li> <li>• Ability to work under pressure and manage competing priorities.</li> <li>• Commitment to maintaining the highest standards of pharmaceutical safety and quality.</li> </ul> <p>Proactive approach to identifying and solving operational challenges.</p>	<ul style="list-style-type: none"> <li>○ Ensure robust systems for monitoring the quality and safety of medications, preventing stock-outs, and minimizing operational risks.</li> </ul> <p><b>1. Inventory Management</b></p>	1
-------------------	--	--	---

MS



<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor Degree in Laboratory Science.</li> <li>• <b>Experience:</b> <ul style="list-style-type: none"> <li>○ Minimum of 2 years of experience in laboratory operations or warehousing related to healthcare or laboratory supplies.</li> <li>○ Previous experience in managing lab inventory or working in a healthcare environment is an advantage.</li> </ul> </li> <li>• <b>Skills:</b> <ul style="list-style-type: none"> <li>○ Proficiency in inventory management systems and data entry.</li> <li>○ Strong attention to detail and organizational skills.</li> <li>○ Familiarity with lab safety and regulatory guidelines.</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>○ Ensure proper handling, storage, and tracking of laboratory equipment, reagents, and supplies within the warehouse.</li> <li>○ Monitor stock levels of lab items and coordinate replenishment as required.</li> <li>○ Conduct regular audits of laboratory supplies to ensure accuracy and availability.</li> </ul> <p><b>2. Quality Control &amp; Assurance</b></p> <ul style="list-style-type: none"> <li>○ Ensure that all lab materials are stored in accordance with established safety and quality standards.</li> <li>○ Monitor the expiration dates of reagents and other perishable lab items, ensuring timely disposal or replenishment.</li> <li>○ Assist with ensuring compliance with all regulatory guidelines related to the handling and distribution of lab materials.</li> <li>○ Adhere to safety protocols when handling hazardous materials and ensure compliance with health and safety regulations</li> </ul> <p><b>3. Distribution &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>○ Assist in the preparation and distribution of lab supplies to different departments as required.</li> <li>○ Maintain detailed records of stock movements and transactions, ensuring accuracy and transparency in documentation.</li> <li>○ Collaborate with other team members to prepare delivery reports, reconcile stock differences, and resolve discrepancies.</li> </ul>	

\_\_\_\_\_

*MS*



	<ul style="list-style-type: none"> <li>○ Ability to communicate effectively and work as part of a team.</li> </ul> <p><b>Key Competencies</b></p> <ul style="list-style-type: none"> <li>• Excellent organizational and time-management skills.</li> <li>• Strong problem-solving ability and attention to detail.</li> <li>• Ability to work under pressure and meet tight deadlines.</li> <li>• Strong interpersonal and communication skills.</li> </ul> <p><b>Reporting &amp; Supervision</b></p> <ul style="list-style-type: none"> <li>• Reports directly to the <b>Head of Pharmaceutical Warehousing and Distribution.</b></li> <li>• Collaborates closely with the hospital laboratory and procurement teams.</li> </ul>	<ul style="list-style-type: none"> <li>○ Generate reports on inventory levels, usage patterns, and procurement activities for management review.</li> </ul> <p><b>4. Communication &amp; Coordination</b></p> <ul style="list-style-type: none"> <li>○ Liaise with the hospital's laboratory team to ensure timely delivery of needed items and resolve any supply-related issues.</li> <li>○ Provide feedback to the Head of Pharmaceutical Warehousing and Distribution on inventory and supply chain issues affecting lab operations.</li> <li>○ Coordinate with procurement and finance teams for timely reordering of necessary laboratory materials.</li> </ul> <p><b>5. Safety &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>○ Ensure compliance with all health and safety standards for laboratory material handling, storage, and transportation.</li> <li>○ Stay updated on any changes in regulatory guidelines and standards for lab supplies and reagents.</li> <li>○ Ensure proper labeling, storage, and disposal of hazardous materials.</li> <li>○ Conduct regular safety checks of the warehouse and laboratory to ensure compliance with safety regulations.</li> </ul> <p><b>6. Other Duties</b></p> <ul style="list-style-type: none"> <li>○ Assist in performing periodic maintenance checks on lab equipment to ensure functionality.</li> </ul>	
--	---	--	--

KG 544 Street 10, Gasabo District, Kacyiru • P.O BOX 2534 Kigali, Rwanda.

Toll-free: 3939 • +250 788 123 200 (International) • Email: info@kfhkigali.com • Website: www.kfh.rw

NS



		<ul style="list-style-type: none"> <li>○ Support the Head of Pharmaceutical Warehousing and Distribution in preparing regular reports for management.</li> </ul>	
--	--	--	--

**1. Head of Pharmaceutical Warehousing and Distribution:** [https://docs.google.com/forms/d/e/1FAIpQLSfZAaH-mm83tub\\_00FZNJfL8RMJf9aRbTKdclEi7tP1k7Y3Zw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfZAaH-mm83tub_00FZNJfL8RMJf9aRbTKdclEi7tP1k7Y3Zw/viewform?usp=sf_link)

**2. Lab-technician:** [https://docs.google.com/forms/d/e/1FAIpQLSdQLuYn8hBe4zeCn9NA6w1Vs\\_ofmU0YvYxExisrccOBMSSQBg7g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdQLuYn8hBe4zeCn9NA6w1Vs_ofmU0YvYxExisrccOBMSSQBg7g/viewform?usp=sf_link)

**How to Apply: Join us and take on the challenge to provide Patient Centered Care.**

Qualified candidates should send their cover letter, curriculum vitae, academic credentials, National ID, Recommendation letter from a previous employer and criminal record to the link mentioned above **Deadline for application is this November 8<sup>th</sup>, 2024.**

KFH, R is proud to be an Equal Opportunity Employer. We offer a competitive compensation and benefits package.

  
  
**Dr. ZERIHUN ABERBE**  
**Chief Executive Officer**