



**KENYA SOCIETY FOR THE BLIND**  
**ADVERTISEMENT FOR THE VACANCY OF PHARMACEUTICAL TECHNOLOGIST AND A RESOURCE MOBILISATION INTERN.**

The Kenya Society for the Blind (KSB) is a charitable organization established in 1956 by an Act of Parliament (The Kenya Society for the Blind Act – Chapter 251): To promote the welfare of the visually impaired, education, treatment and prevention of avoidable blindness as well as rehabilitation of the irreversibly blind.

KSB is looking for a Pharmaceutical Technologist and an intern in the resource mobilization department.

**Job Description:**

**1. Pharmaceutical Technologist.**

The Pharm Tech will be involved in:

- a. Production of eye drops, packaging and distribution to healthcare professionals and Eye care centers.
- b. To ensure that the production process meets all the required quality assurance and quality control standards.
- c. Ensure no wastage in the production process and all eye drops are sold before the expiry date.
- d. Ensure correct disposal of any eye drop materials that are expired or not needed.
- e. Co-ordinate eye Screening and Outreach clinics.
- f. To market the eye drops and optical items and seek to increase the visibility and awareness of KSB's pharmaceutical and medical products and maximize sales.
- g. The Pharm tech will be reporting to the Head of Eye Care Department (HOD).

**1.1 Required qualifications:**

- a. Higher Diploma/ Diploma in Pharmaceutical Technology.
- b. Two years proven pharmaceutical experience.
- c. Knowledge of databases, statistics, product lines and latest medical issues
- d. Computer Literate
- e. Excellent communication skills, negotiation and sales skills
- f. Highly motivated and target driven with a proven track record in production and sales
- g. Strong organizational and time management skills.

## **2. An Intern in Public relations & Resource mobilization.**

The PR & RM Intern work under the direction of the **PR/RM Manager**.

The intern will be involved in:

- a. Support in communication with internal and external clienteles
- b. Support in the preparation of information, education and communication materials for greater awareness creation of KSB's activities and programmes
- c. Support the development of National and International publicity and awareness campaigns materials.
- d. Support the development of the resource base of membership, volunteers, partners through networking with development partners
- e. Support in identifying appropriate fundraising strategies including; identifying and linking KSB to potential donors / development partners.
- f. Support in membership program: Carry our membership drive, membership appreciation, membership updates and support. Make sure the Society's Membership database is updated periodically.
- g. Maintain and organize all documents related to the PR/FR function
- h. The intern will be reporting to the Public Relation and Resource Mobilization Manager.

### **2.1 Qualifications required:**

- h. Educated to degree level in the field of Communication and international development –related discipline from recognized university; or degree in related field.
- i. Fluent in English, and Kiswahili (written and spoken).
- j. Two years proven experience in preparing, compelling, high quality documentation, fundraising and public event coordination and planning.
- k. Excellent communication skills, negotiation and marketing skills
- l. Highly motivated and target driven with a proven track record.
- m. Experienced in any disability sector. Persons with disability are encouraged to apply.
- n. Strong interpersonal skills, including written, verbal and presentation skills. Organizational and time management skills.

Application with detailed CV and a covering letter stating why you are most suitable for this assignment names of 3 referees one of whom must be from your current /recent employment and telephone contact should be sent by email or hard copy to email by **15<sup>th</sup> June 2018** to:

**The Director, Kenya Society for the Blind  
P.O Box 46656-00100, Nairobi  
Email:ksb@ksblind.org**