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:

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 15th June 2018 to:

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