

JOB ANNOUNCEMENT – Urgent

Caritas Cambodia, an international non-governmental organization working in eleven provinces of Cambodia aspires to build the capacity of professionals to offer quality care to children with special needs in collaboration with the Ministry of Health, Royal Government of Cambodia. The Center for Child and Adolescent Mental Health (Caritas-CCAMH), a unit of Caritas Cambodia, seeks qualified and suitable candidates to work at Caritas-CCAMH, Chey Chumneas Referral Hospital (CCRH), Takhmau, Kandal province and at Tbong Khum/ Kompong Cham provinces.

Pharmacist (1 position)

Tasks and responsibilities:

- Daily drug dispensing to clients as prescribed by the physician, psychiatrist, chief-of-service/ consultant child psychiatrist
- Always ensure the correct medicine is dispensed as per the dosage and in the right quantities as per the prescription (drug-slip).
- Seek clarification, if in doubt about any prescription
- Explain to the clients, clearly about the drug dosage, duration and the side effects of drugs and answer all medicine-related enquiries from patients.
- Proper maintenance of record in main-stock & all sub-stocks
- Keep the records of all medicines dispensed during the camps in the community and out-reach service, month-wise
- Computerize the drug dispensed, received, donations etc.
- Keep a vigil on the drugs to be expired at the pharmacy and inform all the physicians, chief-of-service/ program director so that they can be used before the date of expiry.
- Prepare monthly, quarterly reports with regard to drugs dispensed, received and balance at the pharmacy
- Arrange for biannual and annual drug audit for local & external purchase
- Follow the systems and procedures for drug dispensing as per the guidelines of Chey Chumneas Hospital and Caritas Cambodia National office
- Computerizing all the data related to drug dispensing at Caritas-CCMH

Requirement:

- University degree in pharmacy
- Work-experience in hospital/health center
- Commitment to work for a period of three years and motivated to learn on the job
- Good in spoken and written (Khmer and English)
- Good computer skills for data entry, analysis and report writing
- Ability to learn and maintain knowledge about medications and usage
- Willingness to work in out-reach area and high commitment
- Good interpersonal and communication skills

Interested candidates are requested to submit CV together with a covering letter, copy of degree/ diploma certificates, and two references to [Caritas Cambodia at #416A, St. 7E, Sangkat Kakap, Khan Por Senchey, Phnom Penh](mailto:ccamh-admin@caritascambodia.org), OR by email to ccamh-admin@caritascambodia.org before **18 February, 2024**. **For more information:** 017 546 255.

Only short listed candidates will be invited for interview