

Pharmacy Data Entry Officer

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jan 18, 2025

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Employment Status : Full Time

Experience : Any

Salary : As organization salary scale

Gender : Male

Career Level : Any

Qualification :

Job Description

About HealthNet TPO:

HealthNet TPO is a Netherlands based not for profit, non-governmental organization founded on the principle that access to affordable quality health care is a basic human right.

In 1992 HealthNet TPO was established by 'Doctors without Borders' to bridge the gap between emergency aid and structural development. The organization is now the result of a merger between HealthNet International (HNI) and the Transcultural Psychosocial Organization (TPO). HNI has knowledge and experience in reinforcing healthcare systems and prevention, diagnosis and treatment of transmissible diseases. TPO is an expert in the field of psychosocial and mental health care for survivors of war and natural disasters. HealthNet TPO Afghanistan is managed by a team of qualified Afghans and supported by a team of experts at the HQ of the organization in Holland.

HealthNet TPO Afghanistan is providing Primary Health Care, Mental Health and psychosocial services, fighting malaria and supporting Mother & Child Health Care in terms of providing training for Community Midwives and to conduct operation research. HealthNet TPO is currently implementing projects in almost 20 provinces of Afghanistan and the major program it implements are HER (Health Emergency Response) projects in three provinces, Nutrition, Mental Health and Psychosocial, Malaria Control program, Tuberculosis..... through a community system strengthening approach.

HealthNet TPO has a zero tolerance toward sexual exploitation and abuse and child abuse. HNITPO takes seriously all concerns and complaints about sexual exploitation and abuse and child abuse involving HNITPO employees and Related Personnel.

Job Description:

Background

The Provincial Pharmacy Data Entry Officer will play a crucial role in ensuring the accurate and timely entry of pharmacy-related data into the HNTPO related databases and reporting formats including m-Supply database and in UNICEF recommended online sheet and to have accurate data at provincial and HFs level and respond MOPH, HealthNet TPO, donors and pharmacy system according to the recommended standards as well, this position aims to support the effective management of pharmaceuticals

Objectives

- To ensure accurate data entry of pharmacy records.
- To assist provincial and HFs level pharmacy team on improvement of pharmacy data quality.
- To assist pharmacy manager on well quantification
- To assist pharmacy store keeper on updating of stock cards
- To assist pharmacy officer on HFs supportive supervision
- To assist provincial pharmacy team on monthly/quarterly physical inventory

Responsibilities

- Timely enter and maintain pharmacy data into the HNTPO related databases and reporting formats including m-Supply database and in UNICEF recommended online sheet
- Accurately enter pharmacy transaction data into the system.
- Management of provincial receptions, waybills, GRNs, re-supplies, inventory, packing lists, GINs, expired, HFs consumption reports, expired/damaged and quarantined items list and other pharmacy tools and formats.
- Verify the accuracy and completeness of data entries.
- Assist in generating reports related to pharmacy inventory and utilization.
- Collaborate with pharmacy staff to ensure data integrity.
- Participate in training sessions on data entry and management.
- Support the provincial pharmacy manager in data analysis and reporting.

Key Responsibilities:

1. Quality Assurance:

- Review data for discrepancies and rectify errors.
- Conduct regular audits of entered data to ensure accuracy.

2. Reporting:

- Generate and distribute reports on pharmaceutical inventory and usage.
- Assist vertical projects management team in preparing of pharmaceutical data for audits.

3. Collaboration:

- Work closely with provincial pharmacy team, technical team and HFs pharmacy technicians and managers to facilitate data sharing and integrity.
- Provide support during supply sessions to provincial pharmacy team on data entry procedures.
- Preparing constructive feedback on HFs monthly consumption reports if errors in any
- Active participation on HFs in charges monthly coordination meetings for collection of HFs monthly consumption reports and share the constructive feedbacks with provincial pharmacy manager for sharing in meeting.

Job Requirements:

- Pharmacist/Pharmacy technician
- Previous experience in data entry or health information systems preferred.
- Proficiency in Microsoft Office Suite and data management software.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.

Skills and Competencies:

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Familiarity with electronic health records and pharmacy management systems.
- Strong organizational skills with the ability to manage multiple tasks.

Submission Guideline:

Interested and qualified candidates are requested to send their CVs along with an application letter to recruitment.kabul@hntpo.org

Please ensure to mention the position you are applying for, in the subject line of your E-mail

Incomplete applications or applications received after closing date will not be given consideration.

Country office Address

House Number: 19, Main St: 05, Sello Road, DehNaw _Dehbori, District 03

Kabul, Afghanistan

Submission Email:

recruitment.kabul@hntpo.org

Education & Experience

Pharmacist/Pharmacy technician

Must Have

Pharmacist/Pharmacy technician

Educational Requirements

Compensation & Other Benefits