



JOB VACANCY ANNOUNCEMENT

Re: Call for Applications for the post of Dispensary Assistant at MIS/UR

Pharmacy

MIS/UR is a health care insurance scheme initiated by the university staff, it is today the largest university based scheme covering a satisfactory package of health care services to its members on the principle of co-payment.

The Medical Insurance scheme of the University of Rwanda (MIS/UR) covers the cost of the Medical care provided by partners.

The schemes owns a pharmacy located near Huye campus which is currently understaffed.

Position: Dispensary Assistant (1)

Location: MIS/UR Pharmacy Huye

TASKS AND RESPONSIBILITIES:

- Checking medical prescription forms presented by member patients
- Checking medical prescriptions and distribute drugs
- Distributing drugs to patients as per their prescriptions
- Providing daily reports of drugs sold to the Store Manager,
- Updating the drug distribution records
- Carrying out any other activity on the request of the Pharmacist.

REQUIREMENTS AND QUALIFICATIONS

- Must be a Rwandan National
- At least A1 in Nursing Sciences;



lal

- At least three years of experience in practicing the profession;
- Good command of English, French and Kinyarwanda;
- Having sufficient knowledge of pharmacy operations especially drug dispensation
- Computer literate;
- Be ready to be posted at the MIS/UR Pharmacy based at Huye.

The application will include the following documents:

- An application letter to the Director General of the MIS/UR,
- Copies of academic and/or professional qualification(s)
- A current complete curriculum vitae of the applicant,
- A copy of National Identity Card (NID)
- A testimonial from the previous employer (if applicable).
- Any other document(s) deemed necessary by the applicant.

The application files shall be submitted by email misur2001@gmail.com, Aubaralie@gmail.com or hard copy deposited at MIS/UR Secretariat (UR-CMHS Remera Campus) not later than **January 20th, 2025 at 17:00 Rwandan time.**

For any inquiries please Contact **Mrs, Dahlie BARAKAGWIRA, the Administrative Assistant to DG** on **0783824402**, Aubaralie@gmail.com

Only shortlisted applications shall be called upon for further processes.

Done at Kigali on the 20th December 2024.

Mrs. Alexia KANEZA
Director General

