



ST. MARY'S HOSPITAL LACOR

P.O. Box 180, GULU - UGANDA

Tel: +256 - 471- 432310, Fax: +256 - 471-432665

Email: info@lacorhospital.org Website: lacorhospital.org

14th May 2025

Head, Pharmacy Stores Services

Location: Gulu, Northern Uganda

Reports to: Finance Manager

Type: Full-Time, 1 year (possibility for extension)

Department: Pharmacy – Logistics and Supply Chain Management Section

Organization: St. Mary's Hospital Lacor

Position Summary:

The Head, Pharmacy Stores Services will oversee the pharmacy operations at St. Mary's Hospital Lacor, managing all activities related to the provision of drug and medical supplies, staff, facilities, and equipment to support effective and efficient delivery of care to patients. This role is responsible for medication and medical supply management, including procurement, inventory control, and distribution to hospital and peripheral health centers. He or she will ensure that essential medicines and medical supplies are available, well managed, and stored appropriately for cost-effective and high-quality inpatient and outpatient care. A track record of strong leadership and organizational skills, along with the ability to promote a culture of excellence and teamwork will take precedence over academic qualifications.

Key Responsibilities:

1. Strategic Leadership and Planning:

- Develop and implement strategic plans for pharmacy store operations to support the hospital's mission and clinical pharmacy activities to ensure optimal patient care.
- Lead the overall planning and forecasting for medication procurement, inventory management, and staffing needs.
- Continuously assess healthcare and community needs to adapt pharmacy strategies to improve patient access to medicines and outcomes.
- Establish and maintain policies and standard operating procedures to ensure high standards of regulatory compliance, logistics, supply chain management and distribution.
- Analyze performance data to drive decision-making and process improvements in pharmacy operations.

2. Human Resources and Training:

- Participate, together with the Head, Pharmacy Clinical Services, in the recruitment, training, and supervision of pharmacy staff in the pharmacy store, promoting professional growth and a collaborative work environment.



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- Ensure pharmacy store team members are well-trained in procedures, roles and responsibilities, safety protocols, regulatory compliance, and customer service.
- Conduct performance evaluations and provide ongoing feedback to ID and other directors, personnel officer and other stakeholders.
- Facilitate continuous education on medication management, medication safety and proper handling techniques.

3. Procurement, Inventory Management and Distribution:

- Oversee the daily operations of the main pharmacy store to effectively (accurate and efficient) deliver essential medicines and medical supplies to inpatient and outpatient services.
- Maintain strict adherence to quality standards, proper storage, medication safety, hygiene protocols, and medication and medical supply management best practices.
 - Ensures that such products are stored in an area that is clean and organized with appropriate labelling, temperature, light, humidity, ventilation, regulation, security, and safety
 - Ensures there is a method for identifying drugs/supplies that are outdated, deteriorated, recalled, obsolete, or hazardous, and that such products are disposed of in a safe, legal, and environmentally sound manner.
 - Ensures that drugs are located in the area of the pharmacy appropriate to their drug classification and that storage areas are only accessed by designated personnel who are appropriately trained, including in other dispensing locations
- Ensures record-keeping and documentation systems are in place for the procurement, movement and distribution/sale of drugs in a manner that is secure, auditable, traceable, and allows for their easy retrieval
- Implement and monitor systems to track consumption, inventory levels, procurement, and forecasting for both purchased and donated drugs
- Monitor and manage expired stock
- Ensure policies and standard operating procedures (SOP's) are in place and up-to-date
- Ensures staff members whose duties include procurement, inventory management and distribution are appropriately trained

4. Financial and Budget Management in collaboration with the Finance and Cost-Controlling Departments:

- Contribute to the development and management of the main pharmacy store's budget, ensuring efficient use of resources and cost control in line with the hospital's approved pricing policies.
- Analyze utilization, performance data including revenue, expenditure, and cost management.
- Prepare regular financial and operational reports to the Institutional Director and Hospital Management.
- Identify opportunities to optimize procurement processes and reduce medication costs.



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5. Medication Safety and Quality Assurance: In collaboration with the Head, Pharmacy Clinical Services

- Lead continuous quality improvement efforts to enhance medication safety and accuracy.
- Implement performance metrics to monitor medication management efficiency and patient safety outcomes.
- Conduct regular audits to ensure compliance with quality and safety standards.
- Implement corrective actions as needed to address discrepancies or safety issues.

6. Collaboration and Community Engagement:

- Work closely with the Head, Pharmacy Clinical Services to guide pharmacy operations and the clinical care of patients
- Collaborate with the Clinical Services section of Lacor Pharmacy, Administration, and other healthcare providers to ensure seamless communication and high-quality medication management.
- Foster positive relationships with suppliers to ensure reliable and cost-effective procurement.

Knowledge, Skills, and Attitudes:

Knowledge:

- **Pharmaceutical Management:** Deep understanding of medication and medical supply management, procurement, inventory control and distribution practices
- **Financial Planning:** Knowledge of budgeting, financial reporting, and cost control in a healthcare setting.
- **Pharmacy Software Systems:** Familiarity with and effectively uses software for tracking, inventory management, order processing, analysis/forecasting and reporting as well as a good knowledge of MS Office package especially MS Excel
- **Safety and Quality Assurance:** Understanding of safety protocols, medication safety practices, and quality improvement methodologies.
- **Healthcare Context:** Awareness of the challenges in rural or underserved healthcare settings and the ability to work within these limitations.

Skills:

- **Leadership:** A track record of strong, proactive leadership and organizational skills, along with the ability to promote a culture of excellence and teamwork to lead and motivate a team "leading by example" in a dynamic healthcare environment is mandatory and will be key in selection of the candidate.
- **Communication:** Strong written and verbal communication skills for interacting with staff, healthcare professionals, and community members.



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- **Problem-Solving:** Analytical and critical thinking skills to address operational challenges effectively.
 - **Financial Analysis:** Proficiency in financial planning, budgeting, and reporting.
 - **Training and Mentoring:** Skilled in providing guidance and professional development opportunities to staff.
 - **Customer Service:** Strong commitment to delivering high-quality patient care and service.

Attitudes:

- **Integrity:** Uphold ethical standards and ensure accountability within the pharmacy store.
- **Cultural Sensitivity:** Demonstrate respect and understanding of diverse cultures and values in the local community.
- **Empathy:** Commitment to patient-centered service, especially within underserved communities.
- **Proactiveness:** A positive, results-driven approach to problem-solving and continuous improvement.
- **Adaptability:** Ability to adjust strategies and practices in response to changing healthcare needs.

Qualifications:

Education and Experience:

- Bachelor's degree or Diploma in Pharmacy and/or Certificate/Diploma in Logistics and Supply Chain Management (preferably related to pharmaceutical and health supplies)
- At least 5 years of experience in pharmacy or stores management (preferably in a healthcare setting)
- Proven track record of leadership, successful operational and financial management
- Highly proficient with the use of Excel and relevant pharmacy/inventory software tools
- Versatile professional experience (e.g. procurement, inventory, import/export, stock/stores management, preferably related to pharmaceuticals and health supplies)
- Demonstrated ability to work in a resource-constrained environment

Additional Requirements:

- Ability to live and work in a rural setting with limited infrastructure.
- Fluency in English is required; proficiency in local languages (such as Acholi) is a plus.
- Willingness to travel to remote clinics and community outreach locations as needed.



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Application Instructions:

Interested candidates should submit a cover letter and CV/resume to www.lacorhospital.org or vacancies@lacorhospital.org. Dateline for submission of applications is **31st May 2025**. Only shortlisted candidates will be contacted.

This role offers a unique opportunity to make a significant impact on healthcare delivery at St. Mary's Hospital Lacor by leading and creating a dedicated pharmacy team and implementing strategies to enhance medication safety and community engagement. Preference will be given to candidates with proven strong leadership skills, community commitment, and professional integrity to apply.