



**Republic of the Marshall Islands**  
**Office of the Public Service Commission**

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**EA NO: RMI-037-21**  
**OPENING DATE: 03/19/21**  
**CLOSING DATE: Until Filled**

**EMPLOYMENT ANNOUNCEMENT**  
**REF: CM of 03/16/21**

<b>Position Title:</b>	<b>Chief Pharmacist</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL 11/1-11/3</b>	<b>Salary: \$21,000.00-\$23,000.00 p.a</b>
<b>Ministry and Division:</b>	<b>Ministry of Health and Human Services</b>	
<b>Location:</b>	<b>Ebeye, Kwajalein</b>	
<b>Reports to:</b>	<b>Assistant Secretary (KAHCS)</b>	

**JOB PURPOSE:**

- To manage and direct pharmacy services at Ebeye Hospital.

**KEY RESPONSIBILITIES:**

1. Manage and assigns the daily operation of the Pharmacy.
2. Assist and give advice to Medical staff regarding pharmaceutical.
3. Prepare and requisition to order drugs from Vendors.
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Plan assigns and evaluates the work of the subordinate staffs, compounds and dispenses drugs and medicines according to prescriptions receipted from physician or dental officers.
- 1.2 Ensure that such prescriptions conform to accepted dosage levels, interprets prescriptions and purchase of drug items, maintains and adequate storage to prevent deterioration and to maintain drug potency.
- 1.3 Supervise the maintenance of records of drugs and pharmaceutical compounded and dispensed including prescription files and stock control records, prepares a variety of concentrated solutions in strengths suitable for use intravenously.

2.1 Supervise the sterilization and sealing of solutions member of Majuro Hospital Formulary Committee and advice the Chief of Medical Staff regarding various pharmaceutical.

3.1 Prepares the requisition to order drugs from approved vendors through the Marshall Island Health Fund, and make every effort to stay within the budget ordered and amounts dispenses and make dispensed and report of narcotics and alcohol used.

### **DESIRABLE REQUIREMENTS:**

#### **Qualification:**

- Graduate from a recognized & accredited University with a BS degree or equivalent
- At least three (3) years of work experience as Chief Pharmacist

#### **Skills:**

- Demonstrate Strong & effective management style;
- Confident and assertive dealing with other professionals.
- Effective interpersonal skills
- Able to devise, plan & manage a complex work programed.
- Demonstrate ability to work quickly, calmly and accurately under pressure.
- Demonstrate ability to organize and prioritize workload.
- Demonstrate ability to lead and work in a team, confidence in clinical pharmacy.
- Good project management skills.
- Flexible & able to modify approach to achieve objectives.
- Numeracy and high-level computer literacy skills.
- Effective customer service skills-meets the need of customers.
- Self-motivated & confident.
- Able to cope with conflicting pressure and meet deadlines.

Secure application form from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting the following PSC email addresses: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

Issued by the Public Service Commission on this 19th March 2021.



Mr. Kenneth Anitok  
Chairman, PSC



Mrs. Justina R. Langidrik  
Commissioner, PSC