



MAKERERE UNIVERSITY JOINT AIDS PROGRAM

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Makerere University Joint AIDS Program (MJAP) is a private-not-for-profit Company under Makerere University. MJAP works to build partnerships and strengthen health systems to optimally respond to HIV/AIDS, TB, Non-communicable diseases (NCDs) and other diseases of public health importance in Africa.

MJAP is currently implementing a sub-award from Reach Out Mbuya (ROM) under the Kampala Region HIV Mechanism, funded by President's Emergency Plan for AIDS Relief (PEPFAR), aimed at accelerating HIV epidemic control.

MJAP invites competent, passionate, and committed individuals to apply for the position of Locum Pharmacy Technician (to be hired on rolling basis).

Job title: Locum Pharmacy Technician -I Position.

Reports to: Supply Chain Advisor

Supervises: None

Duty Station: Mulago ISS clinic

Start Date: Immediate

Job Summary: To Develop and implement technical activities of pharmacy services at ISS and TB/HIV clinic, in compliance with MJAP/MoH set policies and guidelines

Roles and Responsibilities

1. Plan, quantify, forecast and monitor usage of medicines and medical sundries needs for the clinic in line with the procurement plan.
2. Ensure rational use of drugs and prevent causes of irrational use e.g. Poly-pharmacy
3. Dispense prescribed medicines and provide appropriate information to clients on indications, contra-indications, dosage and side effects of medicines.
4. Record pharmacy data including missed appointments, all the drugs dispensed to the clients, names of the drug and the patients to whom the drugs were dispensed both electronically and manually
5. Provide pharmaceutical related technical information (such as interactions, treatment mismatches, and adverse reactions) to prescribers, medical staff, patient counselors and clients.
6. Carry out adherence monitoring on medicines, used by the clients at the pharmacy level in line with the MJAP objectives
7. Maintain proper inventory controls at the Pharmacy stores i.e. stock card balances, track expiries, minimum stock balances and buffer stocks in line with the MJAP policies and procedures

Offices:

Head Office:

Old Mulago Hospital Staff Road,
P. O Box 7587 Kampala - Uganda
Dir Tel: (+256)-417-715800/393-208841
Fax: +256-414-530008
info@mjak.or.ug, www.mjak.mak.ac.ug

Jinja Regional Office:

USAID Local Partner Health Services-
East Central,
Plot 1, Bridge Lane,
Mpumudde Division, Jinja City,
Tel. Office: +256-783-785003

Mulago ISS Clinic

Upper Mulago Hill Road,
Mulago Hospital Complex,
Tel: +256-414-533151/2

Lincoln Flats

Flat A 7, Makerere University,
Tel: +256-414-535072/
+256-414-535072



Makerere University

Qualifications, job requirements and competencies

- Diploma in Pharmacy.
- Valid practicing license
- Minimum of 3 years' experience in a busy clinical setting, experience in an HIV clinical setting is an added advantage
- Strong leadership, analytical and organizational skills; demonstrated ability to work both independently and within a team, assess priorities, and manage multiple activities with attention to detail.
- Excellent cross-cultural communication (both oral and written) and interpersonal skills demonstrated by ability to interact professionally with culturally and linguistically diverse staff, stakeholders, clients and consultants.

Financial, Anti- Fraud, Safeguarding and Risk Management Clause:

MJAP enforces a strict zero-tolerance policy against fraud, corruption, sexual exploitation, abuse, and harassment in all program areas. All employees must uphold high ethical standards and ensure transparency and fairness, in line with MJAP Human Resource policies. In your role, you'll be responsible for maintaining the organization's financial integrity and supporting effective safeguarding and risk management practices. Key responsibilities include.

- **Financial Accountability:** Uphold MJAP's commitment to financial integrity by effectively managing resources and accurate reporting of expenditures. Ensure responsible and transparent resource management in compliance with organizational standards and donor requirements and take ownership of any discrepancies that arise.
- **Safeguarding:** Uphold the organization's dedication to protecting vulnerable populations, including beneficiaries, staff, and volunteers. This includes identifying, reporting, and addressing safeguarding issues per established policies. Your role is essential in fostering a safe and supportive environment for everyone involved in our programs.
- **Risk Management:** Actively identify, assess, and mitigate risks related to program implementation and operations. Collaborate with teams to create and maintain risk management plans in line with organizational policies. Regularly review and update practices to address new challenges or changes in the operational environment.

Application Procedure:

MJAP is dedicated to inclusion and diversity, evaluating all job applicants solely based on merit, regardless of race, gender, color, national origin, religion, age, marital status, or disability. As an equal opportunity employer, MJAP does not charge applicants at any stage and is not responsible for losses from fraudulent recruitment activities. All suitably qualified candidates are encouraged to apply by clearly stating the position applied for in the Subject line. Combine all your application documentation, i.e. cover letter, CV & academic documents into one PDF with names/contact details of three referees including the immediate Supervisor addressed to: **The Human Resources Manager, Makerere University Joint AIDS Program (MJAP).** Email: recruitment@mjap.mak.ac.ug NOT later than **Thursday, 16th July 2026, at 4:00 pm.** For details about advertised position, please visit the website of Makerere University Joint AIDS Program. Consider your application unsuccessful if you don't hear from us by **Monday, 27th July 2026.** Offer of employment will be subject to satisfactory references including but not limited to appropriate background checks, criminal records, and previous employment findings of fraud, corruption, sexual exploitation, abuse or harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures. Please ensure that your attachments do not exceed 25 MB. We do appreciate your interest to work with MJAP, however, we regret that only shortlisted candidates will be contacted for interview.

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