VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in all Regional / District offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   (a) Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za
   (b) Certified copies of educational qualifications – not copies of certified copies.
   (c) Curriculum Vitae.
   (d) Certified copy of Identity Document.
   (e) Certified copy of Driving licence (Code B).

2. The reference number must be indicated in the column provided on the Z83.

NB: Failure to comply with the above instructions will disqualify applicants.

3. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all categories in the department.

4. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).

5. Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

6. All employees in the Public Service that are presently on the same salary level but on a notch / package above the minimum as that of the advertised post are free to apply.

7. Please note that due to financial constraints no S & T and resettlements, claims will not be considered for payment to candidates that are invited for the interview.

CLOSING DATE FOR APPLICATIONS IS: 30 JUNE 2020

Applications should be forwarded to: The Chief Executive Officer
GJ Crookes Hospital,
Private Bag X5501
Scottburgh, 4180
Attention: Mr. JL Majola

CHIEF EXECUTIVE OFFICER
ADVERTISEMENT OF POST

Post : Pharmacy Supervisor
Centre : GJ Crookes Hospital
Reference No : GJC 08/2020
Salary : R821 205.00 P/A.
Other Benefits : 13th cheque, 17% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

MINIMUM REQUIREMENTS FOR THE POST:
- Senior certificate (Grade 12) and Bachelor’s Degree in pharmacy
- Certificate of registration as a pharmacist with South African Pharmacist (SAPC)
- Current registration with the South African Pharmacy Council (SAPC)
- A minimum of 3 years appropriate working experience after registration with SAPC as Pharmacist.
- Certificate of service endorsed by Human Resource

KNOWLEDGE, SKILLS, TRAINING & COMPETENCIES REQUIRED:
- Sound understanding of relevant legislation, Acts, policies, procedures and delegation pertaining to pharmacy including essential Drugs Lists (EDL) and Standard Treatment Guidelines (STD), District Health System and IDEAL PHC & HOSPITAL standards
- Knowledge of the principles of drug therapy and the function and operations of a Drugs and Therapeutics Committee.
- Conflict Management skills
- Computer Rx stock management literacy
- Sound interpersonal, communication, organizing, planning and decision making skills.

KEY PERFORMANCE AREAS:
- To provide efficient and effective delivery of pharmaceutical services in accordance with legislation and the provisions of the national drug policy.
- Assist the Pharmacy Manager with the responsibility for all the staff and all sections of the pharmacy department.
- Assist the Pharmacy Manager with the running and co-ordination of the institution pharmacy and therapeutics.
- Deputize in the absence of the Pharmacy Manager.
- Assist with Ideal Hospital & PHC Adherence
- Training of pharmacy assistants, intern and community service pharmacists.
- Exercise control over expenditure by ensuring non-wastage of pharmaceuticals and other Resources

ENQUIRIES: MRS N PILLAY                  TEL. NO: 039 – 978 7185

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING