TO HEADS OF ALL DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION

VACANCY IN THE DEPARTMENT OF HEALTH: KING EDWARD VIII HOSPITAL: DURBAN

CIRCULAR MINUTE KE 24/2020

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 district offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   - Application for Employment Form (Form Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copies of Highest Educational Qualifications and Professional Registration certificates – not copies of certified copies.
   - Updated Curriculum Vitae with certificates of service.
   - Certified copy of Identity Document.
   - Current paid up receipt with the registration body.

2. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 24/2020.

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

3. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course.

4. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC).

5. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S&T CLAIMS WILL BE CONSIDERED FOR PAYMENTS TO CANDIDATES THAT ARE INVITED FOR THE INTERVIEW.

(THIS HOSPITAL IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER WHOSE AIM IS TO PROMOTE REPRESENTATIVELY IN ALL LEVELS OF ALL OCCUPATIONAL CATEGORIES IN THE HOSPITAL. PERSONS WITH DISABILITIES AND AFRICAN MALES ARE ENCOURAGED TO APPLY. PLEASE NOTE THAT OTHER RACE GROUPS ARE ALSO NOT RESTRICTED FROM APPLYING)

CLOSING DATE: 17 JULY 2020
Original signed by CEO ____________________ DATE 2020.07.02

CHIEF EXECUTIVE OFFICER ____________________
POST: PHARMACIST (GRADE 1)
NO. OF POSTS: 02
REFERENCE NO.: HRM 24/2020
CENTRE: KING EDWARD VIII HOSPITAL (DURBAN)
SALARY NOTCH:
GRADE 1: R 693 372.00 – R 797 109.00 per annum (All inclusive package) 1 year experience after registration with SAPC as Pharmacist
GRADE 2: R 751 026.00 – R 797 109.00 per annum – 5 years experience after registration with SAPC as a Pharmacist
GRADE 3: R 821 205.00 – R 871 590.00 per annum – 13 years experience after registration with SAPC as a Pharmacist

MINIMUM REQUIREMENTS:
- Senior Certificate/Grade 12 or equivalent qualification plus
- Degree/Diploma in Pharmacy plus
- Registration certificate with the SAPC as Pharmacist post community service plus
- Current registration with the SAPC (including 2020 SAPC proof of Payment)

KNOWLEDGE, SKILLS, TRAINING, AND COMPETENCIES REQUIRED:
- Ability to work under pressure
- Good communication written and verbal
- Good knowledge of standard treatment guidelines and essential medicine list
- Appropriate clinical and theoretical knowledge required at tertiary facility
- Sound communication and computer skills and time management
- Ability to manage conflict and apply discipline
- Ability to co-ordinate productivity to improve service delivery
- Ability to be part of the interactive team, generate and maintain team spirit
- Ability to train, mentor and coach pharmacist interns and pharmacy support personnel

KEY PERFORMANCE AREAS:
- Provision of pharmaceutical care (evaluation and dispensing of prescriptions)
- Effective stock control and medicine supply management
- Organization and control of medicine manufacturing and compounding
- Ensure continuous monitoring of morbidity and mortality through clinical audits
- Professional advisory service including research and drug information provision
- Training and development of pharmacy staff as approved tutor to pharmacist's assistant(s) and/or pharmacist intern
- Perform standby after hours, weekends and public holidays
- To conduct service assessment and implement quality improvement programs
- Work as part of a multidisciplinary
- Provide pharmaceutical advise to patients and professional colleagues
- Assist in co-ordination of activities of essential Medicines Program including Pharmacy and Therapeutics committee

ENQUIRIES: MRS. S.I. HLONGWANA TEL: 031 360 3177
CLOSING DATE: 17 JULY 2020
HAND DELIVERED APPLICATIONS SHOULD BE POSTED INTO THE RED BOX, NEXT TO THE ATM IN THE ADMIN. BUILDING

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
Please forward applications to:

DEPUTY DIRECTOR: HUMAN RESOURCE
King Edward VIII Hospital
Private Bag X02
Congella
4013

ATTENTION: Mrs. N.J. Garib

Original signed by CEO 2020.07.02

CHIEF EXECUTIVE OFFICER DATE

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