VACANCIES IN THE DEPARTMENT OF HEALTH

The content of these circular minutes must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in regional/District officers. Institution must notify all candidates who qualify for the posts 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:-
   
   [a] Application for employment form (Z83 form), which is obtainable at any Government Department or from the website www.kznhealth.gov.za
   [b] Certified copy of highest educational qualifications and ID – (not copies of certified copies) and registration with appropriate council and driver’s license. (If applicable)
   [c] Certified copy of registration with Health Professional council
   [d] Curriculum Vitae
   [e] Contactable and verifiable references must be included in the C.V
   [f] The reference number of the post must be included in the Z83
   [g] Foreign health care workers must submit an endorsement letter from the Foreign Workforce programme from National DOH.

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

2. Please note that applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course.

3. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

4. The appointment is subject to positive outcome obtained from the NIA to the following checks: Security clearance, credit records, qualification, citizenship, and previous experience and employment verifications.

5. Please note due to budgetary constraints no S&T will be paid.

[This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all occupational categories in the Department Disabled people are welcome to apply.]

CLOSING DATE FOR ALL APPLICATION: 18 OCTOBER 2019

Fighting Disease, Fighting Poverty, Giving Hope
POST ADVERTISED

Post: Assistant Director: Pharmaceutical Services
Reference No.:MAN 12/2019
No. of posts: 01
Institution: Manguzi Hospital

Salary Package: R897 936.00 All-inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules
Plus 17 % ISRDS NODE/Rural Allowance

MINIMUM REQUIREMENTS
• Senior Certificate
• A Bachelor of Pharmacy Degree/Diploma
• Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist, plus five years’ experience after registration with the SAPC as a Pharmacist.
• Current registration (2019-2020) with the SAPC as a Pharmacist
• A certificate of service obtained from the HR Department must be attached.

RECOMMENDATION
• Driver’s License Code B (08)
• Three (3) years managerial experience in Pharmaceutical environment i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmacy Supervisor or delegated position

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
• Extensive knowledge of Public sector Pharmacy, as well as relevant acts, regulations, the District Health System, the EDL, Good Pharmacy Practice, policies and procedures, the National Drug Policy
• Knowledge of and experience in the management of an outpatient, inpatient service and Pharmacy store.
• Sound planning communication, interpersonal, problem-solving, management, leadership and Organizational skills.
• Knowledge of the Principles of drug therapy and the functions and operations of a Drug and Therapeutics Committee.
• Sound knowledge of Good Manufacturing Practice, budget control; and experience in internal and external ordering procedures
• Knowledge of the Principles of Drug Supply Management and good Clinical Practice.
• Experience in managing Human Resource matters, training and financial management
• Knowledge and skills in managing quality improvement programmes.
• Ability to work independently and as part of a team with other role-players.
• Computer literacy, including stock control program Rx solutions
KEY PERFORMANCE AREAS

- Register as the Responsible Pharmacist with the Pharmacy Council
- Leadership of the relevant section including financial management, budgetary control, drug supply management and Human Resource management (training, orientation, discipline, Performance management, monitoring and evaluation).
- Devise protocols, procedures and guidelines for an efficient and cost-effective pharmaceutical service.
- Implement and monitor policies and procedures for staff and sections under your control
- Drug supply management: Manage and supervise the selection, procurement, storage, distribution, and utilization of all pharmaceuticals including manufacturing and pre-packs.
- Ensure effective monitoring, management and communication of out of stock pharmaceuticals.
- Perform regular stock takes and financial reports according to requirements and legislation
- Monitor and report on feeder clinics expenditure
- Exercise control over expenditure and budget utilisation and ensure non-wastage of pharmaceuticals and other resources
- Maintain accurate records and statistics.
- Compilation and presentation of data and statistics for management purposes, research and reporting purposes.
- Engage in effective communication with health care workers, patients and caregivers.
- Provide medicine information, counselling and education to healthcare professionals and patients
- Assist in providing and supervising of training programmes (Community Service Pharmacist, Pharmacist and Pharmacy Assistant trainees)
- Pharmaceutical support to wards, departments and clinics attached to Manguzi Hospital, with scheduled compliance checks.
- Participation in Quality Improvement Programmes, Pharmacy and Clinical Audits
- Ensure that Pharmacy department and clinics complies to National Core standards requirements
- Manufacture, compound and reconstitute sterile and non-sterile pharmaceutical products
- Be willing to work additional hours if necessary.

ENQUIRIES: Dr. M.Blaylock TEL: 035 5920150
CLOSING DATE: 2019.10.18

Applications should be forwarded to:
Human Resource Manager
Manguzi Hospital
P.Box X 301
Kwangwanase

[Signature]
MANGUZI HOSPITAL