TO HEADS OF ALL DEPARTMENTS

VACANCY IN THE DEPARTMENT OF HEALTH: PHOENIX COMMUNITY HEALTH CENTRE: ETHEKWINI

CIRCULAR MINUTE: PCHC 04/2020

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all institutions. Institutions must ensure that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTION TO CANDIDATES

1. The following documents must be submitted:

   - Applications for Employment Form (Z83), which is available from any Government Office OR the website www.kznhealth.gov.za
   - Certified copies of ID document, Grade 12 / Matric, highest educational qualifications, registration certificates plus proof of current SAPC registration as a Pharmacist, (Not copies of certified copy)
   - Curriculum Vitae
   - Certified copy of certificates of service
   - Faxed and emailed applications will not be considered.
   - Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.
   - The post will be filled in terms of the Employment Equity Target
   - Proof of current and previous work experience endorsed and stamped by Human Resource Office. Period of experience must be clear i.e. date, month and year).

2. Persons with disabilities should feel free to apply for the post.
3. The reference number must be clearly indicated in the column provided on the form Z.83 i.e. PCHC 04/2020

**NB** Failure to comply with above instructions will disqualify applicants

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

5. Please note that due to a large number of applications anticipated, applications will not be acknowledged, however applicants will be advised of the outcome of their application in due course.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department.

**NB: AFRICAN MALES ARE ENCOURAGED TO APPLY.**

**NB:** *Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews*

Enquires: Dr BC Badripersad  
Telephone: 031 5380806  
Closing date: 10 July 2020

Application to be forwarded to: The Human Resource Manager  
Phoenix Community Health Centre  
P/Bag x 007  
Mount Edgecombe  
4300

OR Hand delivered to: The Human Resource Manager  
Phoenix Community Health Centre  
30/32 Brookstone Place  
Whetstone, Phoenix

Attention: Mr VS Mtshali

(Signed original is available on request.)

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CHIEF EXECUTIVE OFFICER     Date
PHOENIX CHC
(This post is being re-advertised; applicants who previously applied need to re-apply)

POST : Assistant Director: Pharmaceutical Services
COMPONENT : Pharmacy
CENTRE : Phoenix Community Health Centre
REFERENCE NO : PCHC 04/2020
NO. OF POST : 1
SALARY PACKAGE : R897 936.00 (All inclusive package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules)

MINIMUM APPOINTMENT REQUIREMENTS

- Senior Certificate STD 10/Grade 12 Plus
- Bachelor Degree in Pharmacy
- Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist
- Proof of current registration with SAPC as a Pharmacist (registration card plus proof of payment of annual fees for 2020/2021 receipt)
- Minimum of five (5) years experience after registration with SAPC as a Pharmacist
- Certificate of Service stamped by HR
- Prove current and previous work experience stamped by Human Resource.

RECOMMENDATIONS

- Computer Literacy
- Valid Drivers License

KNOWLEDGE, SKILLS, ATTRIBUTES AND ABILITIES

- Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System,EML,good pharmacy practice, policies and procedures, the National Drug Policy
- Sound understanding of Procurement reforms and the CCMDD program
- Sound knowledge of legislation relating to pharmaceutical practice in South Africa
- Sound knowledge of the District Health System and National Drug Policy
- Good communication,leadership,motivational,decision-making,team building,ethical, Operational, professional and supervisory skills
- Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship
- Knowledge of Human Resource Management, staff training and development and financial management
- Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles.
- Effective,planning,organizational, managerial and interpersonal skills
- Computer literacy,(MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution
KEY PERFORMANCE AREAS

- Provision of pharmaceutical services in accordance with legislation and provisions of the national drug policy
- Dispense pharmaceuticals as well as ARV medicines and perform standby/on-call when necessary
- Implementation of good pharmacy Practice Rules
- Ensure optimal utilization and sound management of human resources as well ensure optimal safety and security of pharmaceuticals in the institution
- Management of procurement, storage, distribution and use of pharmaceuticals in the institution to ensure that stock out of essential medication is avoided
- Ensure extensive control of pharmaceutical service in all depth of the CHC including drug supply management to attached clinics and outreach programs.
- Ensure formulation of standard operating procedures and protocols and monitor adherence by staff
- Ensure that the institution has a functional drug and therapeutic committee together with the medical manager.
- Ensure that the institution has a functional antibiotic stewardship committee and participation by all pharmacy staff together with the medical manager
- Identify training needs of the Pharmacy staff and facilitate access to appropriate training and development.
- Identify and facilitate the procurement of pharmaceutical equipment as per the standard operational norms of a CHC.
- Development and implementation of quality improvement projects in pharmacy.
- Participate in all institutional committee meetings as per appointment by the institutional manager.

NB: AFRICAN MALES ARE ENCOURAGED TO APPLY

Enquiries : Dr BC Badripersad
Telephone : 031-538 0806
Closing Date : 10 July 2020

(Signed original is available on request.)

CHIEF EXECUTIVE OFFICER
Date: __________