ADVERTISEMENT

“This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of the Department. Persons with disabilities should feel free to apply for the post.”

VACANCY IN THE DEPARTMENT OF HEALTH

The contents of this Circular Minutes must be brought to the notice of all 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 the circular minute even if they are absent from the normal place of work.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:

   a) Application for employment form (Z83), which is obtainable at the Human Resource Department OR from the website – www.kznhealth.gov.za
   b) Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – **not copies of certified copies**.
   c) Current registration with HPCSA.
   d) Updated Curriculum Vitae.
   e) Certified copy of certificate of service.
   f) The reference number must be indicated in the column provided on form Z83 e.g. HR 07/2020
   g) Faxed documents will not be accepted.

**NB:**  **Failure to comply with the above instructions will result in disqualification.**

2 Please note that the selected candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening.

3. Please note due to financial constraints, No S&T or relocation costs will be paid

4. Applications should be sent to:

   HUMAN RESOURCE DEPARTMENT
   R.K. KHAN HOSPITAL
   PRIVATE BAG X004,
   CHATSWORTH, 4030

   OR Hand delivered to Human Resource Department
   2ND Floor Opposite Theatre
   Recruitment Office

CHIEF EXECUTIVE OFFICER

DATE: __________
This is a re-advertised post. Those who previously applied do not need to apply as it is the same advert.

**POST**: DEPUTY MANAGER: PHARMACEUTICAL SERVICES

**REFERENCE NO.**: RKK 08/2020

**INSTITUTION**: R.K. KHAN HOSPITAL

**DEPARTMENT**: PHARMACY

**NUMBER OF POST/S**: 1

**REMUNERATION PACKAGE**: R 1 026 693.00 PER ANNUM

**MINIMUM REQUIREMENTS:**

- Bachelor Degree in Pharmacy
- Current registration with SAPC plus.
- Nine (9) years’ experience after registration with SAPC as a Pharmacist
- A minimum of three (3) years managerial experience in a Pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmacy Supervisor).
- Proof of experience signed and stamped by Human Resources Department must be attached
- Valid cope EB driver’s licenses.
- Computer Literacy: MS Office software applications

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES**

- Extensive knowledge of all the relevant regulations, act policies and legislation that govern KZN Department of Health.
- Sound project management.
- Sound knowledge of the District health system and setting.
- Sound knowledge of legislation relating to pharmaceutical practice in South Africa.
- Strong interpersonal, communication and presentation skills.
- Ability to make independent decisions.
- Knowledge of medicinal supply and dispensing chain management is essential.
- Ability to priorities issues and other work related matters
- An understanding of the challenges facing the public health sector.
- Effective planning, organizational, managerial and interpersonal skills.

**KEY PERFORMANCE AREAS**

- To manage the Pharmacy Department at RK Khan Hospital and associated clinics.
- Formulate policies and procedures of Pharmaceutical services and ensure that they are in accordance with current statutory regulations and guidelines.
- To provide leadership, management and support all Clinical Heads, Clinical Managers, Allied health professions and all staff under his/her supervision.
- To conduct service assessment and implement quality improvement programmes.
- To liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues.
- To ensure rational use of resources, both human and financial.
- Ensure continuous monitoring of morbidity and mortality through clinical audits.
- Formulate strategic plans in keeping with the requirements of the hospital and department.
➢ To ensure that cost effective pharmaceutical service delivery is maintained within the hospital
➢ Maintain discipline and deal with grievances and Labour Relation issues in terms of laid down procedures and policies.
➢ Provide pharmaceutical advice to patients and professional colleagues.
➢ Work as part of multi-disciplinary team and lead the Pharmacy and Therapeutic committee and participate in HAST committee.
➢ Compile monthly financial and other reports as required by the Chief Executive Officer.

DUE TO FINANCIAL CONSTRAINTS NO S & T OR RELOCATION COST WILL NOT BE PAID

ENQUIRIES : DR. D. BEHADAR

TELEPHONE : 031 459 6019/6001

CLOSING DATE : 15 MAY 2020