VACANCIES IN THE DEPARTMENT OF HEALTH

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

DIRECTIONS TO THE CANDIDATES

1. The following documents must be submitted: -
   (a) Application for Employment Form (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za
   (b) Certified copies of highest educational qualifications–not copies of certified copies.
   (c) Curriculum Vitae
   (d) ID copy

2. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMG 01/19/08.

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

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

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

People with disability should feel free to apply.

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

ALL APPLICATIONS TO BE FORWARDED TO:
THE DISTRICT MANAGER - ATTENTION: HR PRACTICES
UMGUNGUNDLOVU HEALTH DISTRICT
PRIVATE BAG X 9124
PIETERMARITZBURG3200

Original signed by
DISTRICT DIRECTOR
UMGUNGUNDLOVU HEALTH DISTRICT
ADVERTISEMENT FOR POST

POST : POST BASIC PHARMACIST ASSISTANT GR 1

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<tr>
<th>CENTRE</th>
<th>NUMBER OF POSTS</th>
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<tr>
<td>Richmond Clinic</td>
<td>01</td>
<td>UMG01/25/19</td>
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SALARY GRADE : R208 383.00

BENEFITS : 13th cheque
Medical aid and housing allowance (optional and provided the incumbent meets the requirements)

MINIMUM REQUIREMENTS : Qualified Post Basic Pharmacist Assistant

- Senior Certificate (grade 12)
- Current Registration with South African Pharmacy Council as Pharmacist Assistant (Post Basic)
  PLUS less than 5 years' experience after registration with SAPC as a Pharmacist Assistant (Post Basic)
- Proof of SAPC annual fees payment

RECOMMENDATIONS :

- Minimum 6 months Primary Health Care experience as Pharmacist Assistant
- EB Drivers Licence (code 8)

KNOWLEDGE, SKILLS AND EXPERIENCE

- Basic Knowledge of numeracy.
- Hygiene and cleanliness, infection controls.
- Computer literacy.
- Basic health & safety matters
- Basic Knowledge of medical and dispensing process
- Good interpersonal relations.
- Ability to work under pressure.
- Ability to communicate effectively.

KEY PERFORMANCE AREAS

- Perform all duties in accordance with the scope of practice, regulations and standard operating procedures.
- Be responsible for ordering, receiving, proper storage of general and thermo-labile medicines.
- Issuing of medicines to consultation rooms
- Management of chronic medication dispensed by the supporting hospitals.
- Be responsible for running the electronic system or manual system for stock management.
- Ensure proper stock management — stock rotation, expiry checks, stock take, stock levels and stock security.
- Prepare medicines for delivery and issuing of medicine parcels to patients in support to mobile clinics, ARV and TB clinics as well as WBOT'S.
- Provide basic PHC education and counselling to patients on safe and effective use of medication.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
• Collect and maintain the necessary records, statistics and information.
• Maintain good housekeeping (infection control and prevention) in the pharmaceutical environment.
• Co-ordinate CCMDD project between the patient, Health facilities and Pick up Points
• Promote and educate the patients and clients on CCMDD related issues
• Handle queries from patients regarding CCMDD.
• Ensure availability of medicines in consulting rooms and emergency rooms.

Enquiries: Mrs NA Mbana

ALL APPLICATIONS TO BE FORWARDED TO:
The District Director - Attention HR Practices
Umgungundlovu Health District
Private Bag X 9124
Pietermaritzburg
3200

Telephone: 033 395 4330

OR

Hand Deliver to:
171 Hoosen Haffejee /Berg Street
1st Floor, reception Desk

CLOSING DATE FOR ALL APPLICATIONS : 25 OCTOBER 2019

NB : PREFERENCE WILL BE GIVEN TO AFRICAN MALES

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING