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WE AN HAVE EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION **Officer: Administration (Pharmacy)**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application



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OFFICER: ADMINISTRATION (PHARMACY)
SHORT-TERM CONTRACT POSITION
 (Not exceeding 6 months)

Department: Health
Branch: District Health Services
Designation: Officer: Administration (Pharmacy)
Remuneration: R25 422,17 pm (Basic salary, no benefits)
Location: Main Pharmacy

Minimum Requirements:

- Grade 12 (NQF level 4) plus Advanced Qualification in Post Basic Pharmacist's Assistant (NQF Level 5);
- Registration with the South African Pharmacy Council as a Post Basic Pharmacist Assistant;
- Intermediate to advanced computer literacy in MS Word, Excel, emails and Internet;
- 1 – 3 years' experience in a similar working environment.

Primary Function:

Assess and process clinics' drug orders in accordance with Good Pharmacy Practice (GPP) regulations. Render a support pharmaceutical service in the medicine store and the pre-packaging unit. May perform duties prescribed under the direct personal supervision of a registered pharmacist.

Key Performance Areas:


- Monitor, evaluate and control medicine procurement, storage and distribution;
- Manage, supervise, monitor coordinate effective dispensing and distribution of medicines, showing efficiency and economy;
- Ensure distribution, redistribution/rotation of stock, to support facilities according to protocol and protocol and procedures;
- Promote health education in school, communities and clinics;
- Plan, organize and monitor administrative systems in place;
- Ensure stock control in accordance with Standard Operating Procedures (SOP's) for receipts, storage and disposal of expired and obsolete stock;
- Monitor, control, evaluate and implement appropriate financial and management systems and internal controls;
- Render pharmaceutical stock control services to 3 to 4 other clinics in the same vicinity;
- Provide information to patients and community on the safe use and storage of medicine according to scope of practice to empower them on health-related matters;
- Customer-focused service delivery.

Leading Competencies:

- Computer literacy (Microsoft Word, Excel, Emails and internet);
- Good Communication (verbal and written);



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- Problem-solving skills required;
- Collaborative/Teamwork & Accountability.

Core Competencies:

- Understanding and knowledge of systems, approaches and mechanisms as well as legislation with regards to pharmaceutical support services and issues in local government;
- Knowledge of the City's process best practices and also policies procedures on medical supplies and equipment including knowledge of MFMA as it relates to medicine stock procurements processes;
- Good Interpersonal and Communication skills and be able to work with the group;
- Problem-solving and Coordination;
- Understanding of Batho Pele Principles, Ethics on Professionalism.

ENQUIRIES ONLY:

Contact Person: Murendeni Nelufule
Tel No: 011 407 6680

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1sQUC0F2DQeeeV8N47NieXgew554>

APPLY ONLINE VIA WEBSITE: www.joburg.org.za

CLOSING DATE: TUESDAY, 07 NOVEMBER 2023

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record.
- CV validation.
- Employment record verification.
- Criminal check.
- Identity validation.