



Province of the
EASTERN CAPE
HEALTH

PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)

POSTED ON 25 August 2016
CLOSING ON 08 September 2016

MTHATHA PHARMACEUTICAL DEPOT

ENQUIRIES Ms TT Ngcongca

TEL NO 047 532 5536

Applications must be submitted to the Depot Manager, Private Bag X 52988, MTHATHA or hand delivered to Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Nelson Mandela Academic Hospital, MTHATHA, 5099

POST/02 PHARMACY SUPERVISOR

CENTRE MTHATHA PHARMACEUTICAL DEPOT

REF NO ECHEALTH/MPD/PS/02/2016

SALARY LEVEL OSD

SALARY SCALE R 686 322 – R 728 436 p.a. (plus competitive benefits)

REQUIREMENTS Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Relevant pharmaceutical experience in the warehousing environment. Knowledge of National Treasury requirements for Supply Chain Management, PFMA, Government Procurement Procedures. Sound knowledge of the National Drug Policy, wholesale and Pharmacy Practice. Good communication skills (verbal and written), report writing and presentation skills, strategic leadership skills. Computer literacy including Micro-soft Offices and transversal systems (BAS and Medsas).

DUTIES Monitor out of items and take steps to ensure that stock levels are maintained. Update contracts and suppliers information. Check and

authorize deport orders. Effect buy outs and maintain buy out register. Manage stock availability. Meeting sales representatives periodically. Execute duties, functions and responsibilities to the best of ability within applicable legislation, guidelines, drug lists and available resources. Plan and organize own work and work of subordinates to allow smooth flow of Pharmaceutical services. Issue orders to the transit out unit. Monitor contracts coming to an end. Store received stock from transit-in. Provide weekly reports on orders placed per supplier.

Directions to candidates: Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.ehealth.gov.za/uploads/files/110706122520> and must be completed in full accompanied by certified copies of Identity Document, Driver's License, school certificate and formal qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address provided for each post. **N.B.** No faxed, emailed or late applications will be considered and certifying stamp must not be older than 3 months. Failure to comply with the above instructions will lead to applications being disqualified. **All short-listed candidates will be subjected to reference-checking, security screening and vetting.** Proof of experience on original letter heads must accompany your application where experience is called for in the advert. Correspondence will be limited to short-listed applicants and therefore CV's should include 3 contactable referees (work related). **"People with disabilities are encouraged to apply".**

The Department reserves the right not to appoint to any/all advertised posts.