DEPARTMENT OF HEALTH

Pharmacist Assistant (Basic) (8 Posts)
Dr Arthur Letele Medical Logistic Centre, Kimberley

Salary: R81 582 per annum (Ref. H13/102)

Requirements:
• Grade 12 certificate (with Mathematics and Science)
• Basic Pharmacist Assistant qualification
• Registration with the South Africa Pharmacy Council
• 0-2 years’ experience after registration as a Basic Pharmacist Assistant.

Duties:
• Prepare the orders for pharmaceutical and non-pharmaceutical products up to and including schedule 5 for distribution to the various health facilities
• Maintain the stock levels of pharmaceutical and non-pharmaceutical products
• Perform the packing and pre-packing of pharmaceutical and non-pharmaceutical products up to and including schedule 5
• Maintain neat, clean and organised product shelves for efficient stock management
• Maintain detailed records (picking slips) of orders picked for verification and billing.

Enquiries: Ms H Bothma, tel. (053) 830-2700

Note: In line with Employment Equity, women and disabled persons are encouraged to apply.

NB: Applications must be accompanied by a signed Z83, obtainable from any Public Service Department or via the Internet at www.gov.za/documents and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID document (driver’s licence where applicable). Non-RSA citizens/permanent resident permit holders must attach a copy of his/her permanent residence permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. No faxed or e-mailed applications will be accepted. Applications received after closing date will not be considered. Applications without post reference number will not be processed. The Department reserves the right not to make any appointment(s) to the posts.

Please forward the applications for the post, quoting the relevant reference number, to: The Head of Department, Northern Cape Department of Health, Private Bag X5049, Kimberley 8300 or hand deliver to: The Department of Health, Kimberley Hospital, Room 29, Ground Floor, James Exum Building, Du Toitspan Road, Kimberley 8301.

Closing date: 14 June 2013