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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

SHORT-TERM CONTRACT POSITION:
MANAGER: REGIONAL PHARMACEUTICAL SUPPORT

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.



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MANAGER: REGIONAL PHARMACEUTICAL SUPPORT SHORT-TERM CONTRACT POSITION (Not exceeding 12 months)

Department: Health
Branch: District Health Systems Development Programmes
Designation: Manager: Regional Pharmaceutical Support
Salary Range: R47 405.13 pm ((all-inclusive, no benefits)
Location: Health Department

Minimum Requirements:

- Grade 12 / Matric Certificate plus B Pharm. Degree (NQF level 7);
- Proof of current registration with Pharmacy Council as a Pharmacist;
- 8 years' experience after the basic qualification and practical year has been completed;
- 5 years or more experience in the Primary Health Care setting of which 3 years' experience should be in a Supervisory capacity in Pharmaceutical Services;
- Extensive knowledge and experience in Research, Monitoring and Evaluation of Health Programmes, District Health Information Systems. Training and Development;
- Valid driver's license (Code EB).

Primary Function:

Provide pharmaceutical services within the norms, standards and regulations of the South African Health Products Regulatory Authority (SAHPRA) and the South African Pharmacy Council (SAPC). Render pharmaceutical services within the relevant scope of pharmacy practice and in support of the National Health Insurance (NHI) implementation process. Facilitate and support education and training of Pharmacist Assistants and nursing staff as guided by the SAPC and the National Health Department; Involvement in research within the City Of Johannesburg (CoJ) in collaboration with academic and health institutions and participation in health promotion, in support of the City of Johannesburg's Health Department outreach programmes and other health activities.

Key Performance Areas:

- Direct and manage the provision of quality effective and efficient pharmaceutical services and programmes for the Health department and promote compliance to ethics, legislation and policies and procedures;
- Monitor and manage financial resources including financial reporting, budgeting, procurement, risk management and assets management in accordance with MFMA and PFMA and other legal frameworks;
- Facilities access to data that supports administrative responsibilities within the department / institution, consistent with legal, ethical, competitive and practical considerations;
- Coordinate, plan and provide necessary pharmaceutical and health information to the community, other professionals and stakeholders;



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- Monitor and evaluate pharmaceutical services rendered to patients and stakeholders with regards to Batho Pele principles;
- Monitor and evaluate procurements, storage and distribute of pharmaceutical products at the clinics;
- Keep stock control up to date and makes sure inventions are accurate;
- Maintain health and safety standards to avoid hazardous risk to public health and environment;
- Have a clear understanding of the City's policies and how the Pharmacy contributes to these and provide, develop and effectively implement pharmaceutical services at the Pharmacy and Regions;
- Management of staff, inclusive of all the normal staff related responsibilities including training interventions;
- Responsible for intersectoral collaboration, stakeholder management, participating in key committees and continuous improvement projects to address service delivery challenges. (Communication and liaison with internal and external stakeholders);
- Manage all the required administrative responsibilities linked to this position;
- Coordinates specific administrative and reporting requirements associated with the key performance and results indicators of the functionality.

Leading Competencies:

- Intermediate to Advance Computer Literacy;
- Computer skills (Microsoft Word and Excel) including web based DI IIS;
- Project Management;
- Financial management.
- Conflict Management;
- Problem -Solving skills;
- Good communication.

Core Competencies:

- Team Building;
- Knowledge of latest legislation pertaining to pharmaceutical services;
- Knowledge of City processes, best practices and policies and procedures on health issues;
- Knowledge of Research, Monitoring and Evaluation;
- Knowledge of Core PHC Norms and Standards, relevant National, Gauteng and CoJ protocols, policies and guidelines.

“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.”



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

<https://share-eu1.hsforms.com/1QMhiXH72TeG9e5M-uLU72wew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Kgomotso Aphane

Tel No: 011 407 6704

CLOSING DATE: WEDNESDAY, 02 JULY 2025

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.