



Vacancy

Pharmacy Assistant – Adolescent Girls And Young Women’s Programme

MIET AFRICA is a sub recipient of Beyond Zero the primary recipient of the Adolescent Girls and Young Women’s Programme (AGYW) In and Out of School of the Global Fund grant for the period 1 April 2019 to 31 March 2022.

MIET AFRICA requires a Pharmacy Assistant to provide administrative and pharmacy related support in the programme, in Gqeberha (formerly Port Elizabeth).

This is a contract position, and the successful applicant will be based at MIET AFRICA’s district office in Gqeberha, Nelson Mandela Bay municipality, Eastern Cape.

Key Performance Tasks

- Perform administration functions in relation to health products and equipment procurement
- Assist Pharmacist in dispensing medication orders to contracted implementers
- Manage health products store and stock management in line with good pharmacy practice (GPP), including receiving, labelling, storing, repacking, issuing/distributing and recording of health products and equipment
- Follow all protocols regarding dispensing
- Communicate with relevant personnel at implementer sites to ensure timely distribution of health and pharmaceutical products
- Support with compiling, keeping and maintaining inventory of the above health products and equipment and assist the pharmacist and/or clinical manager in the retrieval of accurate, concise, applicable data relating to stock usage
- Maintain established policies and procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs
- Monitor consumption data, requisitions and stock cards of health and pharmaceutical products at implementer level including HIV and syphilis rapid diagnostic test kits, pre-exposure prophylaxis (PrEP), and Pima CD4 monitoring accessories (with Procurement and Supply Management (PSM) Mentor)
- Assess dispensing rooms of implementers for compliance with GPP
- Co-facilitate PSM training for implementing partners and assist them to become GPP compliant and NiMART authorized/PrEP ready
- Network and liaise with key role players and stakeholders including the Department of Health at national, provincial and local levels
- Submit reports and data to the clinical manager and locum pharmacists as required
- Ensure all data is accurate
- Collaborate with team members and stakeholders

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- Pharmacy Assistant qualification
- Five years relevant experience
- NIMART and dispensing certification
- Knowledge of HIV/AIDS and TB programmes
- Excellent verbal and written communication skills in English
- Understanding of the NGO sector and big donor processes/requirements will be advantageous
- Ability to work well in a team environment, and to coordinate multiple inputs to tight deadlines, with a variety of internal and external stakeholders
- South African national or permanent residence is preferred
- Valid driver's license
- Competent in MS Office

Interested applicants should email the following documents:

- 1) A letter of application, clearly stating "AGYW PHARMACY ASSISTANT, P.E."
- 2) Curriculum Vitae
- 3) Copy of ID or passport
- 4) Copy of driver's license
- 5) Copy of qualifications
- 6) Copy of work permit (in the case of non-South Africans)

To: HR Department, MIET AFRICA

Email: applications@miet.co.za

The remuneration package will be negotiated with the successful applicant. Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

Closing date for applications is Wednesday, 30 June 2021.

Only shortlisted candidates will be contacted.

MIET AFRICA collects and processes personal information of the programme beneficiaries. The organisation is responsible for ensuring that it complies with the Protection of Personal Information Act (POPI).