

**VACANCY: ASCOT PARK HOSPITAL**

DIVISION:	MEDICENTRE PHARMACY
JOB TITLE:	PHARMACIST ASSISTANT (QPB)/ ETHICAL BUYER
PURPOSE OF POSITION	
The incumbent will be responsible for the provision of medication and supplementary services to patients and members of the healthcare team under the supervision of a registered Pharmacist.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none">• Compile and charge hospital in-patient prescriptions.• Process and compile retail medical-aid and cash prescriptions.• Facilitating the collection of any levies that are applicable.• Maintaining minimum and maximum stock levels on designated shelves.• Responsible for the Ethical purchasing function of the department.• Preparation of extemporaneous mixtures, creams, ointments and liquids when needed.• Responsible for any other relevant duties that may arise from time to time.	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Grade 12 qualification is essential.• Must be computer literate.• Post Basic Pharmacy Assistant qualification is essential.• Must have experience at least several years of experience in pharmacy, preferable in a hospital pharmacy.• Knowledge of medical aid plans and benefits would be advantageous.• Incumbent must be able to work under pressure within a team environment, be people orientated and accept job ownership.• Must be prepared to work weekends and public holidays and do monthly stock takes.
SKILLS (Practical & Technical)	<ul style="list-style-type: none">• Good Communication and Verbal Skills
BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none">• Professionalism and initiative• Well-spoken and respectful• Must be able to adhere to all company rules and policies.
JMH VALUES (Commitment)	<ul style="list-style-type: none">• We respect the dignity of an individual.• We are committed to giving our doctors top quality service.• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.• We are committed to providing our shareholders with a fair rate of return on their investment.• We will act in a responsible manner towards our physical and social environment.
CV's together with supporting documents should be submitted to: ascotrecruit@jmh.co.za	

NB: Only short-listed candidates will be contacted.

POPIA CLAUSE – HR ADVERTS

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

Closing date for applications is 28 August 2023.

**Yours faithfully
Jenny Bux
Group HR Manager**