



# DURDOC HOSPITAL

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	<b>DURDOC PHARMACY</b>
<b>VACANCY:</b>	<b>PHARMACY PORTER X1</b>
<b>PURPOSE OF POSITION</b>	
Understands and supports the mission, vision, and values of the organisation. Promote the health, welfare, and safety of all patients in the organisation. Carry out all general assistant pharmacy duties. Assist with any other function as requested.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"> <li>• Replace free issues every morning.</li> <li>• To fetch the ethical and surgical charts from the hospital.</li> <li>• Take stock from dispensary to ward.</li> <li>• To assist the pharmacist by putting all medication signed out by the pharmacist into bags and attaching it to the relevant chart.</li> <li>• To run errands.</li> <li>• To transport packed charts and TTOS back to the relevant location in the wards.</li> <li>• Assist in stock take.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"> <li>• Must have a Grade 12 qualification.</li> <li>• Incumbent must be able to work under pressure within a team environment, be people orientated and accept job ownership.</li> <li>• Must be prepared to work weekends and public holidays.</li> </ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"> <li>• Ability to deal with members of the public.</li> <li>• Must pay attention to detail.</li> <li>• Must have the ability to communicate with Nursing staff and management.</li> <li>• Preferably bi-lingual.</li> </ul>
<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> </ul>
<b>JMH VALUES</b> (Commitment)	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>
CV's together with supporting documents should be submitted to: <a href="mailto:durrecruit@jmh.co.za">durrecruit@jmh.co.za</a>	

**NB: Only short-listed candidates will be contacted.**

**POPIA CLAUSE**

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 17 May 2024**

**Yours faithfully  
Jenny Bux Group HR Manager**