



Level One, Wernher & Beit Building North, Faculty of Health Sciences
Anzio Road, Observatory, 7925, Cape Town, South Africa

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa
(T) +27 021 406 6966 (E) info@hiv-research.org.za
VAT No. 4750185565

POST-BASIC PHARMACIST ASSISTANT 30 MONTHS FIXED-TERM CONTRACT PHILIPPI VILLAGE

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa. We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

The main purpose of the position to assist the responsible pharmacist in managing the pharmacy according to South African Pharmacy Council (SAPC), Medicines Control Council (MCC), National Institutes of Health (NIH), Good Clinical and Good Pharmacy Practice Guidelines (GCP and GPP).

Requirements:

- A Post Basic Pharmacy Assistant certification with active registration with the South African Pharmacy Council (SAPC) as a Post Basic Pharmacist Assistant
- At least 2-3 years' experience as a Post Basic Pharmacist Assistant
- Good Computer literacy (Ms Office)
- Excellent verbal and writing communication skills
- Good decision making and problem solving
- Good planning and organising skills
- Client focused
- Ability to work well under pressure and to maintain effectiveness during changing conditions
- Building interpersonal relationships and partnerships
- Able to multitask and be flexible
- Must be able to work independently and within a team
- Good administrative skills
- Detail-oriented
- Problem solving skills
- Work according to high work standards

Advantageous:

- Human Subjects Protection certificate
- Good Clinical Practice (GCP) Certificate

Responsibilities include:

Pharmacy Regulatory Compliance

- Assist Pharmacist and Clinical Project Manager with implementation and maintenance of Pharmacy Standard Operating Procedures and Establishment Plans according to international regulatory standards as specified by multiple research agencies

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/13/51

Directors: Prof R Wood; Prof L-G Bekker;
Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka
www.desmondtutuhealthfoundation.org.za

- Ensure the pharmacy is run according to South African pharmacy and research ethical standards.
- Maintain pharmacy temperature conditions and continuous temperature monitoring
- Maintain restricted access control to the pharmacy
- Assist with pharmacy quality assurance and quality control processes

Investigational Product (IP)

- Verify that Informed Consent has been signed by participant as per Pharmacy standard operations procedure requirements
- Maintain adequate stock of investigation product as per protocol requirement
- Receive IP from supplier – document receipt and resolve discrepancies
- Store IP under correct conditions at the site
- Label IP prior to dispensing under the supervision of a Pharmacist
- Dispense IP as per specific protocol requirements under the supervision of a Pharmacist
- Receive and reconcile IP returns
- Store IP (used and unused) on site until monitor confirms IP accountability
- Dispose of used IP as per sponsor requirements under the supervision of a Pharmacist
- Return unused IP to supplier for storage until IP destruction permitted
- Participate and assist in funder regulatory and compliance audits

Family Planning and Sexually Transmitted Infection medication

- Assist with procurement of pharmaceuticals required by the pharmacy
- Receive medication from supplier – document receipt and resolve discrepancies
- Store medication under correct conditions at the site
- Dispense medication as per pharmacy regulations under the supervision of a Pharmacist
- Maintain stock control over pharmaceuticals
- Maintain record of dispensed medication
- Dispose of pharmaceuticals under supervision of pharmacist

Record Management

- Maintain IP accountability records in accordance with the standards required by the SAPC (South African Pharmacy Council), SAHPRA (South African Health products Regulation Authority, Good Clinical Practice (GCP) and other research regulations.
- Maintain prescription records against which IP is dispensed
- Maintain Pharmacy sections of the Research Site Files
- Quality Assurance and Quality Checks on completed pharmacy documentation for studies as per Pharmacy Quality Management plan

Values fit: Passion Innovation Progress Integrity Respect Excellence

Application Process and Disclaimer:

To apply, there is a **two-step** process:

1. Complete the questionnaire by clicking below:

[Post-Basic Pharmacist Assistant recruitment link](#)

2. Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 27/07/2021 and include the reference number: #DTHF/C46. Incomplete applications will not be considered. Only applicants who have completed both applications steps, will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that by applying for this position, I authorized DTHF to process my personal information in accordance with its internal operational requirements.

I further understand that the personal information I disclose to DTHF will be processed in accordance with the requirements set out in the Protection of Personal Information Act and may include the transferring thereof to third parties for the purposes of verification.

For more information on the policy of DTHF pertaining to the protection of your personal information under its control, you may contact Ms Tania Thornton at Tania.Thornton@hiv-research.org.za

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu Health Foundation is a child-friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhealthfoundation.org.za