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RESEARCH PHARMACIST 24 MONTH'S FIXED TERM CONTRACT J52 TRIALS UNIT; GROOTE SCHUUR

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 this position is to manage 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).

The Pharmacist will be responsible for:

- Pharmacy Regulatory Compliance
- Family Planning and Sexually Transmitted Infection medication management
- Investigational Product (IP) Management
- Record Management

Minimum Requirements:

(If you do not have the criteria listed below, please do not apply for this position)

- A **B.Pharm degree** and **registration** with the South African Pharmacy Council (SAPC)
- 1-2 years' experience post Pharmacist registration with the SAPC
- 1-2 years **clinical trials experience**
- 1-2 years' experience with **aseptic injection and/or sterile preparation**
- Good Clinical Practice (GCP) Certificate
- Good Computer literacy (Ms Office)
- Strong decision making and problem solving
- Excellent verbal and written communication skills
- 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

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

- Planning and organizing skills
- Detail-oriented
- Problem solving skills
- Work according to high work standards

Advantageous:

- Human Subjects Protection certificate

Responsibilities:

Pharmacy Regulatory Compliance

- Assist Pharmacy Manager with implementation and maintenance of Pharmacy Standard
- Operating Procedures and Establishment Plans according to international regulatory standards as specified by multiple research agencies
- 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 SOP requirements.
- Maintain adequate stock of IP 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
- Receive and reconcile IP returns
- Store IP (used and unused) on site until monitor confirms IP accountability
- Dispose of used IP as per sponsor requirement
- 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
- 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, MCC, ICH-Good Clinical Practice (GCP) and other research regulations.
- Maintain prescription records against which IP is dispensed
- Maintain Pharmacy sections of the Research Site Files
- QA and QC checks on completed pharmacy documentation for studies as per Pharmacy Quality Management plan

Other duties

- Perform other related duties as assigned

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 on the link:

[Research Pharmacist Recruitment Questionnaire](#)

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 19th November 2021 and include the reference number: #DTHF/C069. 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.

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