



# DURDOC HOSPITAL

## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	<b>DURDOC DISPENSARY</b>
<b>JOB TITLE:</b>	<b>PHARMACY MANAGER</b>
<b>PURPOSE OF POSITION</b>	
The incumbent will be responsible for developing and implementing a comprehensive strategy for the pharmacy at Durdoc hospital, ensuring alignment with the JMH pharmacy division group strategy.	
<b>KEY PERFORMANCE AREAS</b>	
<p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>Responsible for implementation of the JMH Pharmacy Division strategy at Durdoc Hospital.</li> <li>Management and leadership of all Pharmacy staff members. Includes daily supervision, and additional training with regards to dispensing accuracy, legal compliance and ethics.</li> <li>Scheduling meetings for all Pharmacy staff to allow a forum for open discussion, provide motivation, and discuss strategy and direction.</li> <li>To implement JMH Group policies and procedures for the Pharmacy and ensure that they are reviewed and updated accordingly</li> <li>Ensure the purchasing of ethical and surgical stock at the best possible price. Ensure that, where possible, stock is ordered from preferred suppliers.</li> <li>Engage with doctors and ensure compliance to the formulary, complete conversions to cost effective products at the hospital level.</li> <li>Leadership in Antimicrobial Stewardship at Durdoc Hospital.</li> </ul> <p><b>Operational</b></p> <ul style="list-style-type: none"> <li>Responsible for the completion of the month end i.e. hospital and retail</li> <li>Co-ordination of, and participation in, the monthly inventory count for the entire hospital.</li> <li>Distributing stock take sheets, assigning teams and ensuring controls are in place for accuracy and completeness of the inventory count</li> <li>Completion off the staff sign off i.e. Kronos, time and attendance monitoring</li> <li>Management of staff i.e. performance appraisals, leave approvals and performance management.</li> <li>Compliance with Good Pharmacy practice in accordance with the South African Pharmacy Council and maintaining a good standing with the South African Pharmacy Council.</li> <li>Management of surgical and ethical procurement in accordance with the JMH formulary</li> <li>Training and development of all categories of staff.</li> <li>Preparation for audits, i.e. Office of Health Standards, Department of Health and South African.</li> <li>Pharmacy Council inspections (and self-inspections).</li> </ul> <p><b>Key Performance areas</b></p> <ul style="list-style-type: none"> <li>Management of stock take and stock days.</li> <li>Management of the pharmacy under and over recoveries per unit within the hospital.</li> <li>Antimicrobial stewardship -Leadership in the hospital generating awareness of the use of Antibiotics, presentations and representation /leadership at the site level.</li> <li>Pharmacy cost of sales -to be managed with minimal losses and effective procurement.</li> <li>Management of the hospital usage of consumables, and non-recoverable costs per paid patient day.</li> <li>Management of medication incidents and the development of quality improvement program to prevent medication incidents.</li> <li>Compliance with Office of Health Standards, Department of Health Inspections and South African Pharmacy Council.</li> <li>Harnessing the Delta 9 system and examining codes, price file discrepancies and maintaining a file per site that is compliant with head office standards.</li> </ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	

<p><b>MINIMUM REQUIREMENTS</b> (Educational Qualifications &amp; Experience)</p>	<ul style="list-style-type: none"> <li>• A relevant pharmaceutical qualification, Bachelor of Pharmacy</li> <li>• Registration with the SA Pharmacy Council (SAPC) as a pharmacist</li> <li>• Relevant post graduate degree in Pharmacy preferable and or master's in business administration.</li> <li>• 10 Years of Private Hospital Experience, Experience as a Responsible Pharmacist is Advantageous</li> <li>• Experience on Microsoft Office, Word, Excel, PowerPoint, Teams</li> <li>• SAP, Delta 9, Unisolv experience is essential</li> <li>• Rapid Technology adapter</li> <li>• A relevant management qualification will be advantageous</li> </ul>
<p><b>SKILLS</b> (Practical &amp; Technical)</p>	<ul style="list-style-type: none"> <li>• Financial acumen / ability</li> <li>• Strong computer literacy</li> <li>• Strong administrative abilities</li> <li>• Knowledge of medicines and surgical products</li> <li>• Clinical knowledge</li> <li>• Strong business development, stock management and Pharmacy operational skills</li> <li>• Familiar with a variety of the field's concepts, practices and procedures</li> <li>• A wide degree of creativity and latitude</li> </ul>
<p><b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)</p>	<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> <li>• Honesty and Integrity</li> </ul>
<p><b>JMH VALUES</b> (Commitment)</p>	<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: [durrecruit@jmh.co.za](mailto:durrecruit@jmh.co.za)

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

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 10 April 2025**

**Yours faithfully  
Jenny Bux  
Group HR Manager**