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**PHARMACIST
PART-TIME – 20 HOURS PER WEEK
2 YEAR CONTRACT
MASIPHUMELELE**

The Desmond Tutu HIV 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 invite applicants to apply for this part-time two year contract position as **Pharmacist**.

Requirements:

- A Bachelor's Degree in Pharmacist with 2-3 years' experience as a Pharmacist
- Registration with the South African Pharmacy Council
- Clinical Trails experience will be advantageous
- Computer literacy (Ms Office)
- Strong decision making and problem solving
- Ability to use own initiative and facilitate change
- Excellent verbal and writing communication skills
- Work standards
- Good planning and organising skills

Responsibilities include:

Site Maintenance

- Maintain Pharmacy SOPs and Establishment Plans
- Maintain Pharmacy sections of the Research Site Files
- Maintain Pharmacy technical appliances – calibrate temperature monitoring devices
- Maintain restricted access control to pharmacy
- Investigational Product Management
- Maintain adequate stock levels of IP at the site
- Receive IP from DTHF Pharmacy – document receipt and resolve discrepancies
- Store IP under correct conditions at the site
- Label IP prior to dispensing
- Check prescriptions prior to randomization / dispensing IP
- Assign participants to IP - randomization
- 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 requirements
- Return unused IP to DTHF pharmacy for storage until IP destruction permitted
- Record Management

PASSION | INNOVATION | PROGRESS

Association Incorporated under Section 21: Registration No: 1999/005072/08

Public Benefit No: 18/11/12/51 NPO Ref No. 148-956

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim; Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr M Sienaert ; Mr C Abrahams

www.desmondtutuhivfoundation.org.za

- Maintain IP accountability records in accordance with the standards required by the SAPC, MCC, ICH-GCP and IPM
- Maintain prescription records against which IP is dispensed
- STI and Family Planning Clinic
- Assist with the ordering of stock and preparation of statistics.
- Capture scripts.
- Perform all the applicable duties as described in Good Pharmacy Practice.
- Dispensing of medicine and supervision of post-basic assistant.

To apply, quote Job reference, 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 8th February 2017 Job reference: #DTHF/C053. Incomplete applications will not 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 role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

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 HIV Foundation is a child friendly organisation committed to the protection of children.

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