Applications are invited from qualified candidates who wish to be considered for appointment as Pharmacist/Senior Pharmacist in the Ministry of Health and Quality of Life.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should –

(i) be registered as Pharmacist in accordance with legislation in force in Mauritius; and
(ii) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. Candidates should submit a copy of their certificate of registration as Pharmacist together with their Application Form.
3. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right not to make any appointment following the advertisement.

IV. DUTIES AND SALARY

1. To be responsible to the Director, Pharmaceutical Services through the Head of hospital/institution concerned for –

   A. General

   (i) managing, organising, co-ordinating and supervising the activities of the Pharmacy Division and the work of all subordinate staff;

   (ii) the training and examination of Trainee Pharmacy Technicians and Pharmacy Technicians as well as staff of private pharmacies;
(iii) ensuring that the provisions of the Pharmacy Act, the Dangerous Drugs Act and any other legislation relating to pharmacy are strictly complied with;

(iv) advising and assisting the Police Department, the Mauritius Revenue Authority (Customs) and any other relevant authority on all matters relating to controlled drugs and the importation of medicine generally, as and when required;

(v) acting as inspector of local manufacturing units and private pharmacies and attending parcel post, Airport and Seaport for verification of pharmaceuticals;

(vi) making arrangements for the maintenance and repair of all equipment under his responsibility;

(vii) advising on the local manufacture of pharmaceutical products and ensuring quality thereof;

(viii) advising on legislation relating to medicine and pharmacy; and

(ix) liaising with Medical Officers in relation to choice and rational use of drugs.

B. **When posted to a Health Institution**

(i) ensuring the efficient management of the Pharmacy and supervising the pharmaceutical services provided in all the Health Institutions of the region;

(ii) ensuring that there is always adequate stock of medicines for supply to patients attending the various institutions;

(iii) exercising control over and ensuring the safe storage of all medicines under appropriate conditions, including expensive, dangerous and psychotropic drugs and to be responsible for the dispensing thereof; and

(iv) inspecting regularly all pharmaceutical sections of the Health Institutions within his region.

C. **When posted to the Central Supplies Division**

(i) compiling the requirements of medicines, vaccines, sera and surgical dressings in respect of all Health Institutions;

(ii) monitoring the stock levels of all pharmaceuticals including vaccines and sera with a view to ensuring availability and initiating action for replenishment;
(iii) advising on and certifying all purchases of medicines and surgical dressings;

(iv) inspecting and ensuring the safe delivery of all consignments of Dangerous Drugs upon their arrival at Airport and Seaport; and

(v) accompanying the consignment from Airport and Seaport to Medical Stores, in the presence of other officers (Clearing Division) and ensuring the safe delivery to stores.

D. **When posted to the Pharmaceutical Laboratory**

(i) the production of sterile products and other pharmaceutical preparations;

(ii) ensuring that all sterile products comply with the official standards of quality; and

(iii) preparing the annual requirements of equipment, spare parts and materials used in the production of sterile products and other pharmaceutical preparations.

E. **When posted to the Pharmaceutical Quality Control Laboratory**

(i) making arrangements for and performing analytical procedures and tests on samples of pharmaceutical products to ascertain compliance with official standards of quality or otherwise;

(ii) receiving and making arrangements for the collection of samples of pharmaceutical products for pharmaceutical analysis;

(iii) issuing under his signature certificates of analysis; and

(iv) preparing the annual requirements of equipment, reagents and other materials required for the performance of complete pharmaceutical analysis.

2. To be the Registrar of the Pharmacy Board.

3. To use ICT in the performance of his duties.

4. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Pharmacists/Senior Pharmacists in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 - 62,950 a month.
V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:

   [http://psc.govmu.org/English/Pages/PscHomepage.aspx](http://psc.govmu.org/English/Pages/PscHomepage.aspx)

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**

3. Candidates are requested to follow the procedures that can be accessed through the “**How To Apply**” option on the above address.

4. Candidates already in the service **should** submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are advised to submit their e-mail address.

6. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address: **support@ncb.mu** or on phone number **454 9955**.

7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.

8. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)**” before filling in the Application Form. Care should be taken to fill in the on-line Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.
VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side not later than 3.00 p.m. (local time) on Thursday 08 August 2019. Applications received after the specified closing date and time will not be considered.

Date: 19 July 2019