

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 70 OF 2021

Vacancy for Post of Chief Pharmacy Technician **Ministry of Health and Wellness**

Applications are invited from qualified officers of the Ministry of Health and Wellness who wish to be considered for appointment as Chief Pharmacy Technician in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Regional Pharmacy Technician who reckon at least two years' service in a substantive capacity in the grade or an aggregate of at least two years' service in a substantive capacity in the grade of Regional Pharmacy Technician and the grade of Principal Pharmacy Technician and who -

- (i) have a sound knowledge of pharmacy and related legislation;
- (ii) possess good supervisory and organising skills;
- (iii) possess good administrative abilities; and
- (iv) are able to meet tight deadlines.

III. ROLE AND RESPONSIBILITIES

To assist the Director, Pharmaceutical Services, in the effective and efficient management of the Pharmacy Services and in ensuring good dispensing practice.

IV. DUTIES AND SALARY

1. To be responsible to the Director, Pharmaceutical Services for -
 - (i) the proper administration, organisation, supervision and coordination of the work of all staff in pharmacies; and
 - (ii) working out, together with the head of Pharmaceutical Sections of various health institutions and the Central Supplies Division, the requirements of pharmaceutical products.
2. To implement proper mechanisms for the control and management of stocks of drugs in all health institutions and the withdrawal of expired drugs from circulation.
3. To formulate -
 - (i) budget proposals; and
 - (ii) human resource plans to match manpower requirements of the Pharmacy Technician Cadre.

4. To organise and supervise training programmes for subordinates of the Pharmacy Technician Cadre.
5. To submit periodic reports on the work performed by the pharmaceutical services including the consumption of drugs of the different health institutions.
6. To work in close liaison with the officer in charge of the Central Supplies Division regarding the continuity of supplies of drugs, medicines, vaccines, sera, surgical dressings to the different health institutions.
7. To use ICT in the performance of his duties.
8. 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 the Chief Pharmacy Technician in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Health and Wellness.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 30 December 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 10 December 2021

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.