

Telegrams.: "SECOMS"
Telephone: 2404 2601/2
2404 9051/4
Fax: 2404 9053



CIVIL SERVICE COMMISSION
P.O. Box 158
Interministerial Building
Mbabane
eSwatini

Vacancy

PHARMACY TECHNICIAN II

Applications are invited from qualified candidates for appointment to the above posts in the Civil Service tenable in the Ministry of Health.

QUALIFICATIONS

The candidate must have the following qualifications.

- Diploma in Pharmacy
- Registered with the Medical and Dental Council

DUTIES/ RESPONSIBILITIES

- To be responsible for the day-to day dispensing of medicines to patients in the facility
- To prepare and maintains stock solutions according to pharmacopoeia methods
- To counsel patients on the correct use and storage of the medicines
- To prepare extemporaneous preparation of internal requisitions for medicines and medical supplies.
- To assist in the preparation of internal requisitions for medicines and medical supplies
- To supply medicine to wards and specialised clinics
- To collaborate with Medical Practitioners, Nurses and other health professional
- To ensure that there is adequate security for the medicines and medical suppliers
- To ensure that storage facilities are optimum to avoid deteriorating or spoilage
- To maintain an up to date inventory of all the stock
- To make purchase requisitions, receives, records deliveries and stores them for use
- To provide 24-hour emergency first on call pharmaceutical services
- To collect data on all medicines and medical supplies received, data on issues to wards and clinics, as well as data on medicines dispensed to patients
- To keep records of pharmacy and storeroom temperatures
- To attend and participate in research, training, workshops, meetings and conferences
- To inspect medicine storage, packaging and dispensing sites using pre-printed checklist
- To report adverse drug reactions and directed
- To enter data into data base and use to established consumption patterns
- To perform any other duties as assigned by immediate Supervisor and Head of Department.

SALARY

The basic salary is on Grade **C3: E132,556** rising to **E149,194** per annum.

APPLICATION PROCESS

Hand deliver your application letter together with your Curriculum Vitae, ID and certified copies of Form Five, Tertiary Academic Certificates to the Executive Secretary, Civil Service Commission. Foreign qualifications must be verified by the Eswatini Qualifications Authority (Education). Candidates who do not process the above qualifications should **not** apply as their applications will not be considered.

NB:

If you do not receive a response in a month's time, it would mean that your application was not successful.

CLOSING DATE: 26TH SEPTEMBER, 2024