



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 168** **OSC Ref. C. 6567<sup>14</sup>**

21<sup>st</sup> July, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Principal Pharmacist (PMG/PHS 4)** in the **Jamaica Defence Force**, salary range \$1,869,996 - \$2,222, 838 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The incumbent is responsible for preparing medications by interpreting Physician orders, dispensing and detecting therapeutic incompatibilities in accordance with the stipulated Pharmaceutical Guidelines and Practices.

#### **Key Responsibilities**

- Interprets Physician orders and prepares medications ordered by Physicians;
- Dispenses medications by compounding, packaging and labeling pharmaceutical items;
- Monitors and evaluates drug therapies to ensure optimal health care;
- Organizes the Pharmacy in an efficient manner and supervises Inventory Management;
- Recommends the procurement of pharmaceutical items and medical sundries from external Companies;
- Counsels patients on the proper administration, side effects and storage of medications;
- Educates patients on non-pharmaceutical interventions and lifestyle modifications that can optimize disease management;
- Educates Health Care colleagues about new medications and drug therapy protocols;
- Plans, organizes and directs the workflow of the Unit by overseeing the development of the Corporate, Operational and Work Plans and Budget;
- Maintains effective working relations with external and internal stakeholders and clients, ensuring that the Unit provides a consistently high level of service to them;
- Interprets physician orders and Prepares medications ordered by physicians;

#### **Required Knowledge, Skills and Competencies**

- Be attentive to details;
- Good knowledge of stock taking;
- Knowledge of brand and generic drugs;
- Knowledge of medical terms, abbreviations and pharmacy calculations;
- Ability to prepare labels for Drug Bottles;
- Ability to Monitor Prescription Inventory for Expired Drugs;
- Ability to reading and interpret Prescriptions and Pharmaceutical Literature

#### **Minimum Required Qualification and Experience**

- Bachelors Degree in Pharmacology from a recognized Institution;
- Two (2) years related work experience

#### **Special Conditions Associated with the Job**

- Normal working environment
- Required to work beyond the normal working hours
- Lifting of items over ten (10) pounds may be required
- Required to work on weekends and public holidays
- Office located some distance from the main entrance
- Subjected to search based on JDF's rule.

Applications accompanied by résumés should be submitted **no later than Monday, 3<sup>rd</sup> August, 2020 to:**

**Human Resource & Administration Manager  
Jamaica Defence Force  
Up Park Camp  
Kingston 5  
Email: joboppsjdfciv@gmail.com**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**