



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

WEBSITE: www.osc.gov.jm

CIRCULAR No. **OSC Ref. C. 6567¹⁴**

7th August, 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 Physicians' 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;

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

- Graduate from an accredited Institution with a Bachelor Degree in Pharmacy
- Registration with the Pharmacy Council of Jamaica after completion of Bachelor Degree in Pharmacy;
- Five years' experience as a Pharmacist
- Specialist training in any one area related to the delivery of pharmaceutical care
- Computer skills

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.

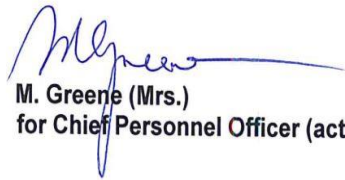
Applications accompanied by résumés should be submitted **no later than Thursday, 20th August, 2020 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)