GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Health and Quality of Life
Post: Pharmacy Stores Manager
Salary: Rs 17,000 x 600 - 20,000 x 800 - 21,600 (09 49 56)
Effective Date: 7 September 2005
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Pharmacy Dispenser who –

(i) reckon at least four years’ service in a substantive capacity in the grade;
(ii) have successfully completed a course in Stores Management;
(iii) are conversant with legislations regarding drugs control; and
(iv) possess good organising and communication skills.

Note
Pharmacy Stores Managers may be required to follow appropriate courses to make them conversant with relevant computer packages.

Duties:

1. To be responsible to the head of the institution concerned through the Principal Pharmacy Dispenser for –
   (a) the proper administration of the Pharmacy Stores;
   (b) performing purchasing, storekeeping and stock control duties in accordance with the provisions laid down in the Financial Management Manual;
   (c) ensuring proper and special storage condition of drugs in order to avoid loss of potency and/or spoilage;
   (d) assisting in the budgeting of annual drugs requirements;

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for Senior Chief Executive
Ministry of Civil Service & Administrative Reforms
Date 07 SFP 2005
(e) ensuring compliance with existing legislation for indenting, storage and issuing of dangerous drugs;

(f) carrying out regular internal audit and stock control; and

(g) assisting in the training of junior staff.

2. To perform such cognate duties as may be assigned.