

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Pharmacist/Senior Pharmacist
- Salary:** Rs 22,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 PB 41,250 x 1,250 – 45,000 (09 49 71)
- Effective Date:** 3 August 2010
- Qualifications:** Candidates should –
- (i) be registered as Pharmacist in accordance with legislation in force in Mauritius; and
 - (ii) be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To be responsible to the Director, Pharmaceutical Services through the Head of hospital/institution concerned for –

A. General

- (i) managing, organising, co-ordinating and supervising the activities of the Pharmacy Division and the work of all subordinate staff;
- (ii) the training and examination of Student Pharmacy Dispensers and Pharmacy Dispensers as well as staff of private pharmacies;
- (iii) ensuring that the provisions of the Pharmacy Act, the Dangerous Drugs Act and any other legislation relating to pharmacy are strictly complied with;
- (iv) advising and assisting the Police Department, the Mauritius Revenue Authority (Customs) and any other relevant authority on all matters relating to controlled drugs and the importation of medicine generally, as and when required;
- (v) acting as inspector of local manufacturing units and private pharmacies and attending parcel post, Airport and Seaport for verification of pharmaceuticals;

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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- (vi) making arrangements for the maintenance and repair of all equipment under his responsibility;
- (vii) advising on the local manufacture of pharmaceutical products and ensuring quality thereof;
- (viii) advising on legislation relating to medicine and pharmacy; and
- (ix) liaising with Medical Officers in relation to choice and rational use of drugs.

B. When posted to a Health Institution

- (i) ensuring the efficient management of the Pharmacy and supervising the pharmaceutical services provided in all the Health Institutions of the region;
- (ii) ensuring that there is always adequate stock of medicines for supply to patients attending the various institutions;
- (iii) exercising control over and ensuring the safe storage of all medicines under appropriate conditions, including expensive, dangerous and psychotropic drugs and to be responsible for the dispensing thereof; and
- (iv) inspecting regularly all pharmaceutical sections of the Health Institutions within his region.

C. When posted to the Central Supplies Division

- (i) compiling the requirements of medicines, vaccines, sera and surgical dressings in respect of all Health Institutions;
- (ii) monitoring the stock levels of all pharmaceuticals including vaccines and sera with a view to ensuring availability and initiating action for replenishment;

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- (iii) advising on and certifying all purchases of medicines and surgical dressings;
- (iv) inspecting and ensuring the safe delivery of all consignments of Dangerous Drugs upon their arrival at Airport and Seaport; and
- (v) accompanying the consignment from Airport and Seaport to Medical Stores, in the presence of other officers (Clearing Division) and ensuring the safe delivery to stores.

D. When posted to the Pharmaceutical Laboratory

- (i) the production of sterile products and other pharmaceutical preparations;
- (ii) ensuring that all sterile products comply with the official standards of quality; and
- (iii) preparing the annual requirements of equipment, spare parts and materials used in the production of sterile products and other pharmaceutical preparations.

E. When posted to the Pharmaceutical Quality Control Laboratory

- (i) making arrangements for and performing analytical procedures and tests on samples of pharmaceutical products to ascertain compliance with official standards of quality or otherwise;
- (ii) receiving and making arrangements for the collection of samples of pharmaceutical products for pharmaceutical analysis;
- (iii) issuing under his signature certificates of analysis; and
- (iv) preparing the annual requirements of equipment, reagents and other materials required for the performance of complete pharmaceutical analysis.

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2. To be the Registrar of the Pharmacy Board.
3. To use ICT in the performance of his duties.
4. 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 Pharmacists/Senior Pharmacists in the roles ascribed to them.



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