

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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CERTIFIED CORRECT

*R. R. R.*

.....  
*for Senior Chief Executive  
Ministry of Civil Service &  
Administrative Reforms*

Date **07 SEP 2005**  
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-2-

- (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.



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