

GOVERNMENT OF MAURITIUS

Scheme of Service Specified Under Regulation 15 of the Public Service Commission Regulations

- Organisation: Rodrigues Regional Assembly (Medical and Health)
Post: Pharmacy Stores Manager
Salary: Rs 28,175 x 750 - 29,675 x 900 - 34,175 x 1,200 - 37,775 x 1,500 - 43,775 (09 55 69)
Effective Date: 03 October 2014
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Pharmacy Technician who -
(i) reckon at least four years' service in a substantive capacity in the grade;
(ii) have successfully completed a course in Pharmacy Store 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 Health Director through the Principal Pharmacy Technician 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 Kit;
(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;
(e) ensuring compliance with existing legislation for indenting, storage and issuing of dangerous drugs;

/2...



CERTIFIED CORRECT

Signature
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
03 October 2014
Date.....

GOVERNMENT OF MAURITIUS

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

-2-

- (f) carrying out regular internal audit and stock control; and
  - (g) assisting in the training of subordinate staff.
2. To use ICT in the performance of his duties.
  3. 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 the Pharmacy Stores Manager in the roles ascribed to him.



CERTIFIED CORRECT

*Sheela*  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*  
03 October 2014

Date.....