

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

- Department:** Mauritius Prison Service
- Post:** Prisons Pharmacy Technician
- Salary:** Rs 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 36,200 (17 039 067)
- Effective Date:** 08 July 2019
- Qualifications:** By selection from among officers in the grade of Prisons Officer/Senior Prisons Officer who reckon at least five years' service in a substantive capacity in the grade and who possess the National Pharmacy Technician Diploma of the Mauritius Institute of Health or a Diploma in Pharmacy Technician from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- Role and Responsibilities:** To be responsible for the efficient and effective management of the Prison Pharmacy.
- Duties:**
1. To indent, collect, process and store drugs, medical instruments and equipment from the Central Supplies Division of the Ministry of Health and Quality of Life and Local Suppliers.
 2. To keep records of all receipts and issues of drugs, medical instruments and equipment.
 3. To process stock transfer and issue drugs and medicines to officers and other prison dispensaries.
 4. To check quantity, quality and expiry dates of drugs and ensure their replenishment in a timely manner and avoid any stock out.
 5. To ensure –
 - (i) general tidiness and cleanliness; and
 - (ii) that drugs are safely and clearly kept and displayed.

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CERTIFIED CORRECT

S. Chundung
S. Chundung (Mrs)
for Secretary for Public Service

08 July 2019

Date.....

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-2-

6. To compound drugs, medicines and prepare sterile pharmaceutical products.
7. To ensure compliance with procurement and supply regulations and procedures.
8. 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 Prisons Pharmacy Technician in the roles ascribed to him.

Note

Prisons Pharmacy Technicians will be required to work on a shift covering a 24-hour service including Saturdays, Sundays and Public Holidays and officially declared cyclone days.



CERTIFIED CORRECT

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S. Chundusing
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