



**Eastern Cape  
Department of Health**



**Donald Woods**  
f o u n d a t i o n

## Position: **HIV-TB Pharmacy Assistant**

### 1. **Key aspects of this position**

- Location: Zithulele Hospital, KSD sub-district of O.R.Tambo, E Cape
- Job reference: DWF204
- Job type: Full-time. Extension beyond one year is subject to funding.
- Reporting to: HIV-TB Programme Manager, with dotted line reporting to the Chief Pharmacist and Clinical Manager
- Remuneration: Depending on qualifications and experience
- Summary: The Foundation is looking for two highly motivated HIV-TB Pharmacy Assistants whose skills and passion will assist the expansion of our decentralised HIV-TB Programme, by pre-packing HIV and TB medication for delivery to clinics. While a pharmacy qualification is essential, this role will take you beyond working with pharmaceuticals and into the day-to-day operations of the HIV-TB programme.

### 2. **Programme Background**

Zithulele Hospital's multi-disciplinary team is a dynamic group of individuals who have a passion for delivering quality health care to our deeply rural communities on the Wild Coast (near Hole in the Wall/Coffee bay) in the Eastern Cape. Further information about the Hospital and the dynamic multi-disciplinary team can be found at [www.zithulele.org](http://www.zithulele.org). The programme operates throughout the Mqanduli (KSD) sub district region of the OR Tambo District (the Zithulele Hospital catchment area).

We strive to deliver excellent services, not just at the hospital, but by supporting our clinics too. A dramatic expansion of access to HIV-TB services, supported by the Donald Woods Foundation (DWF), is under way. We are now looking for dedicated HIV-TB Pharmacy Assistant for Zithulele Hospital to come and join our team. The programme exists to ensure that HIV-TB services and care are decentralised to all PHCs and CHCs in the region, to ensure maximum coverage and support to HIV+ clients in the district.

DWF functions within a legal framework governed by a joint Memorandum of Understanding and legally binding Service Level Agreement with the Department of Health (DoH), hence all appointments are within the joint partnership with the Dept of Health.

### **3. Essential Requirements**

- Pharmacy qualification and relevant registration with the South African Pharmacy Council (Learner Basic, Basic, or Post Basic).
- Ability to do basic calculations.
- Strong isiXhosa and English.
- Experience of verbal and written reporting in English.
- Computer literacy (including word processing & electronic data recording skills).
- Willingness to travel remotely to outlying clinics and communities in region.
- Ability to plan, problem solve, and work to set targets.
- Strong personal and work ethics, with an ability to maintain confidentiality.
- A valid driving licence would be advantageous.

### **4. Roles and Responsibilities**

- Supply and control of stock.
- Preparation of pre-packaged ARV and TB medication packs for delivery to clinics.
- Dispensing of medication at hospital ARV clinics.
- Prepare & maintain paperwork required for the down-referral & pre-packaging service.
- Input information to, and run reports from, the database system.
- Assist with following up patients who don't collect their medication from the clinics.
- Assist with retrieving blood results from the lab for patients on the down-referral programme.
- Assist the clinic doctor when reviewing down-referral patients at the clinics.
- Assisting the pharmacist with dispensing of medication.
- Assist with training the Peer Educators and counsellors on the HIV-TB Programme.
- Performing additional tasks and functions, over and above the listed responsibilities, as the programme expands and evolves.

#### 4. How to Apply

- Applicants should email a one-page letter and a CV. The one-page letter must detail your relevant experience and skills, as well as your motivation for the job. The CV should be 2-3 pages maximum and include a certified copy of your pharmacy qualification.
- Applications must be sent to [zithulelejobs@donaldwoods.org](mailto:zithulelejobs@donaldwoods.org) quoting the Job Code DWF204, AND your Name and Surname in the subject line / title of the email. Applications by surface mail or hand should be addressed to Catherine Young, HIV-TB Project Manager, ARV Clinic, Zithulele Hospital, KSD, O.R.Tambo, Eastern Cape and **must arrive no later than Monday 1 August 2011.**
- CVs and emails **should not** have any scans (other than the one mentioned above), extra attachments, graphics, etc. just the main, essential information regarding work experience, and qualifications.
- PS: To save on administrative costs, only candidates progressing to interview stage will be contacted.

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