

Role title	Ward Stock controller Ref: 0403 A
Salary package	Level 7 R257,508– R303,339 plus benefits (DPSA salary scales)
Reporting structure	Head of Pharmacy
Closing date	26 April 2019

SUMMARY OF MAIN FUNCTIONS AND PURPOSE OF JOB

The Ward Stock controller ensures that there is proper stock control in the wards and thereby minimizing stock losses. Ensuring that receiving and packing of stock is done according to policy and that quality pharmaceutical services is provided to the hospital.

LIST OF DUTIES AND RESPONSIBILITIES

- Follow up outstanding/ back order items with the Pharmacy Assistant/Manager.
- Ensure that the stock is always available in the wards.
- Responsible for receiving correct barcoded stock from Pharmacy and packing of surgical items.
- Responsible for the overall stock control in the ward.
- Investigate and report discrepancies to Unit Manager and Pharmacy Manager.
- Weekly check expiry dates on all stock on shelves. Advise Unit Manager and Pharmacy Manager on any stock that is going to expire in the next four months.
- Provides quality pharmaceutical service to the hospital.
- Monitor slow moving stock and reduce such stock levels to a minimum.
- Ensure that set stock levels are maintained in the ward.
- Responsible for replenishment of stock.
- Responsible for preparation of inventory count.
- Be able to handle staff and doctors concerns regarding stock management.
- Build and maintain sound relationship with nursing staff, billing department, doctors and pharmacy staff.
- Support management of all financial, operational and administrative aspects in the pharmacy.
- Attend continuous professional development courses in order to keep abreast of new developments in the health care industry.

QUALIFICATIONS AND EXPERIENCE

- Matric certificate.
- A minimum of **2** years' experience in stock control and billing in a hospital setting.
- Diploma in stock management will be desirable.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Good verbal and written communication
- Problem-solving abilities
- Effective interpersonal and time management skills

- Ensure high quality by focusing on accuracy and attention to detail
- Computer literacy absolutely essential, i.e. MS Office

APPLICATION PROCESS

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Lorraine at vacancies@nmch.org.za .

NB- Please state the reference number relevant to the position applied for. Applications without reference number will be NOT considered.

Please note that should you not hear from us within 4 weeks of your application, it would mean that your application has been unsuccessful.