



Date: 15 October 2018

**HUMAN RESOURCE CIRCULAR NO: 035/2018**

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**VACANCY: DEPUTY RESPONSIBLE PHARMACIST**

**Grade: 14**

**Division / Department:** Administration / Office of the Responsible Pharmacist (O.R.P)

**Position reports to:** Responsible Pharmacist

**Minimum Requirements**

- B Pharm
- Registered with SAPC
- 3 years' experience in a pharmaceutical manufacturing environment
- Experience in an aseptic manufacturing plant
- Thorough knowledge of cGMP principles
- Computer Literacy (MS Office, SAP, etc.)
- At least 2 years' experience in a Management role

**Specific Operational Requirements**

- The successful candidate will be required to work an 8 hour day between 08h00 to 16h00
- The successful candidate may be required to work overtime to meet the business needs
- Local travel may be required to meet business needs

**Key Performance Areas**

- Batch documentation review for final product release
- Initiate batch related investigations, as required.
- Compile Annual Product Quality Reviews per product
- Provide in-house training as per O.R.P training programme
- Deputise for the Responsible Pharmacist and acts as back-up for Responsible Pharmacist in their absence
- Supervision and performance management of O.R.P support staff
- Assists the Responsible Pharmacist in maintaining a positive relationship with all relevant stakeholders internally and/or externally
- Active involvement in Multi-Disciplinary Team meetings
- Assist in ensuring continuous oversight of manufacturing processes
- Assists the Responsible Pharmacist in maintaining a state of inspection readiness
- Provide pharmaceutical support in decision making processes

**Competencies**

- Attention to Detail
- Initiative
- Good Communication & Interpersonal Skills
- Analysis
- Tenacity
- Integrity
- Computer Literate

**In line with the Employment Equity Act, preference will be given to those applicants whose appointment will address the demographic imbalances in our work force profile.**

**Due to the nature of the business, pre-employment, routine and exit medical examinations are compulsory.**

To apply for this position, please visit this website <https://nbi-sa.jonti2.co.za/>

**Closing Date: 26 October 2018**

***If you have not had a response from us within 30 days after the closing date, kindly accept that your application has been unsuccessful.***