

Job Title	:	Logistics Coordinator – GP Care Cell
Annual Salary range (based on relevant experience and qualifications)	:	R243,691 – R328,124
Location	:	City of Johannesburg
Department	:	Innovation Cluster - GP Care Cell
Reporting to	:	Logistics Manager

Purpose of the position:

To monitor, support and report supply chain systems at network GP and CP practices and ensure effective procurement, storage and usage/dispensing of medicine and related commodities on the GP Care Cell program.

Main responsibilities:

- Support the implementation of supply chain management systems to ensure full time availability of medicine, HIV rapid test kits and laboratory consumables at network GP and CP practices.
- Implement and monitor compliance of practices against SOP's.
- Train, coach and support GP and CP practice staff to utilize and manage the Intelligent Care System (ICS) software in relation to stock control.
- Monitor, review and update stock levels of GP Care Cell formulary items in consultation with the Logistics Manager.
- Monitor and correct any stock variances between the electronic system and physical stock, by working in collaboration with PPO Serve and the practice staff.
- Conduct bi-annual and cycle stock counts in collaboration with practice staff and other stakeholders.
- Monitor and support receipt of stock, commodities and consumables as supplied by the GP Care Cell warehousing and distribution service provider and the National Health Laboratory Services.
- Provide technical assistance to improve pharmaceutical services at network practices.
- Monitor and advise network practices on compliance with legislation and regulations as applicable to the handling, storage and dispensing of medicine.
- Mentor and support network practices on best pharmacy practice.
- Support the identification, assessment and auditing of potentially new GP/CPs for recruitment onto the GPCC network.
- Submit monthly reports to the Logistics Manager.
- Support the implementation of the national CCMDD (Central Chronic Medicine Dispensing and Distribution) program as applicable.

Essential Qualifications:

- Qualified and registered as a Post Basic Pharmacists Assistant with the South African Pharmacy Council.

Advantageous Qualifications:

- Project management certificate

Registration:

- Registration with the South African Pharmacy Council

Job related experience required:

- GPCC experience and a minimum of three years' experience as a pharmacy support staff member or pharmaceutical technical assistance provider.

Additional requirements:

- Proficiency in reading, speaking and writing English
- High proficiency in MS Office and MS Outlook
- Proficiency in another local language
- Valid code 08 (EB) driver's license
- Willingness to travel extensively

Closing date for applications: 4 December 2019 at 16h00

Interested candidates should forward a motivational letter and CV to recruitment@foundation.co.za or fax to 081 680 0736.

For enquiries please contact Leah Maenetja on 012-816-9000.

Please note:

Only applicants shortlisted for interviews will be contacted. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful.