

Job Vacancy

Job detail	
Job title	Responsible Pharmacist
Business unit	EquipHarm Specialised Distribution
Geographic location	Pretoria
Line manager	Managing Director
Number of immediate subordinates / reportees	4

Key Performance Areas (Core responsibilities & outputs of the position)

1. General

- To ensure that ESD complies with the legal requirements of a pharmaceutical organization as required by relevant regulatory authority.
- Improve the operational systems, processes and policies in support of organizations values and specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of ESD through improvements to each function as well as coordination and communication between the various support functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Assist with financial management, planning, systems and controls.
- Prepare reports and attend Monthly Management Meetings where business critical and related topics are discussed.
- Managing all day to day activities and processes as required by the organization or as required from time to time.
- To ensure good documentation control and archiving.
- Comply with all reasonable and/or legitimate instructions given by Managing Director or by any person duly authorized by the board.

2. Legal

- To ensure registration of RP and licensing of the company with Authorities.
- To ensure name of RP is prominently displayed over entrance.
- To ensure that the pharmaceutical facility is conducted under the continuous supervision of a pharmacist (legal requirement).
- To ensure that a Designated Deputy RP or locum is in control of the facility should the RP be absent.
- To ensure that directors (when applicable) are au fait with the latest ethical rules of SAPC, the SA Guide to GMP and sign agreements to abide thereby.
- Manage and ensure compliance with inspections (SAPC, SAHPRA or related authority).
- To ensure compliance and favourable outcome on internal and external audits. Ensure that audit feedback is given within 30 days.

- To ensure that all schedule 5 and 6 registers are up to date and balanced quarterly.
- To ensure that all deviations are recorded and that correction actions are taken.
- To ensure that CAPA's are raised and actions are performed.
- To ensure all relevant staff are adequately trained with regards to GWP/GMP.
- To create, maintain and update of SOP's.
- SMF creation and Maintenance.
- Equipment Maintenance / Calibration is performed as per maintenance plan and calibration scheduling.
- To ensure that all employees are conversant with the system laid down for using and following the standard operating procedures.
- To ensure that inspection audits are performed on certain third party contractors.
- To ensure that all logs are completed by the distribution / warehousing facility e.g. temperature control, cleaning, maintenance etc.
- To ensure that disposal or destruction of medicines is correctly performed under proper control so as not to be a health hazard.
- To ensure that an adequate pest control program is in place at the distribution facility, using acceptable food grade bait, and to ensure that precautions are taken to ensure that product contamination does not occur.
- To ensure that self-inspection audits are performed and any deviations followed up.
- To ensure that goods on arrival at the distribution facility are placed in quarantine, sampled for re-testing after importation, and retained in quarantine until formally released where applicable.
- To ensure that batch release to the market is done according to correct procedure.
- To check all relevant documentation in order to formally release final packed product for distribution where applicable.
- To ensure GMP/GWP training is provided to all employees on an ongoing basis.

3. Returned/ Rejected Goods

- To ensure that goods returned to the HCR by the distributor on behalf of the HCR are handled in a procedurally correct manner, reason for returns determined and any further actions followed through and recorded.
- To ensure that goods due to be rejected are handled in a procedurally correct manner.

4. Organisational Effectiveness

- Recruitment, management and training of all staff in warehouse.
- Increase the effectiveness and efficiency of ESD Support Services through improvements to relevant function and ensuring coordination and communication between functions.
- Drive initiatives in the management team and organisationally that contribute to long-term operational excellence.
- To ensure regular updates, optimal communication and information flow to staff.
- To ensure the leave of staff are up to date and planned according to operational requirements.
- To ensure that weekly meetings with staff are held.
- Ensure staff is aware of all KPA's and performance standards of each of their functions.
- Promoting teamwork to enhance a friendly and productive environment to promote and achieve growth.
- Maintaining discipline within warehouse to ensure that productivity standards are met and staff morale is kept high.
- Implementing disciplinary or counselling procedures in conjunction with the Warehouse Manager.
- Monitor performance and ensuring all staff understand their functions, responsibilities and their interrelation within the company.

5. Stakeholders

- Ensure that SLA (Service Level Agreements) are in place and up to date.
- To ensure adequate and timeously response to requests from authorities and communicated to relevant staff within the organization.
- Responsible for the management of suppliers and service providers and to ensure that costs are managed within budget.
- Conduct regular audits of third party contractors as required.

6. Team Management

- To ensure that staff performance is measured and managed and labour related issues are addressed.
- To ensure regular updates, communication and information flow to staff and that weekly meetings are held.
- To ensure direct reports performs at the required level at all times.
- To ensure all leave are captured and recorded correctly as well as leave liability remains within company policy which is a maximum of 10 days per annum that can be carried over and is required to be used within the next 6 months.

7. Operations

- To ensure that all cold chain shipments are handled correctly, GRN'ed timeously and logger data provided.
- To ensure that all deliveries are offloaded timeously to avoid penalties.
- To ensure all bin cards are stored and easily retrievable when needed and filled in correctly.
- To ensure that all log sheets are completed daily.
- To ensure at all documents are controlled via documented/record keeping process and maintained.
- To ensure that all files, documents used in day to day operations are stored and easily retrievable.
- To ensure that all documentation is stored and kept on file and in order and easily retrievable.
- To ensure that warehouse is kept clean and tidy all times.
- To ensure optimal planning and use of the space provided in the warehouse.
- To ensure monthly self-audits are performed.
- To ensure that daily GMP standards are maintained practised on a daily basis.
- To ensure that all temperature recordings and manual recordings are performed on a daily basis.
- To ensure services of all the equipment in the warehouse and facilities as per maintenance SOP and SLA's.
- To ensure all loggers are calibrated and serviced as per schedule.
- To ensure that Mapping is performed as per legislation requirements.
- To ensure that destruction/disposal of correctly performed under proper control.
- To ensure that the loading and unloading of trucks are done timeously and in procedurally correct manner.

8. Equipment

- To ensure that the cold rooms are functionally at all times and to keep emergency contacts.
- To ensure that the electronic temperature recording system (Beyond Wireless) are functionally at all times.
- To ensure the necessary checks on the backup power generator are performed weekly, to ensure that sufficient diesel is available and to keep emergency contact details on file in case of emergency break down.
- To arrange for annual service and the cold rooms and the backup generator.
- To ensure that the air-coolers are maintained and serviced routinely.
- To ensure that the forklifts are maintained and charged and that the operators have the required training and certification.
- To ensure that the electronic systems (PC's, printers, faxes etc.) are fully functional at all times.
- To ensure that the delivery vehicles are maintained and that the necessary services are conducted.
- To ensure that the electronic camera recording system (Multinet) are functionally at all times.

9. Premises

- To ensure that the temperature in the warehouse is regulated sufficiently by means of the air-coolers and does not exceed 25 ° C.
- To ensure that the temperature in the cold rooms are regulated sufficiently by means of the air-conditioning and does not exceed 8 ° C.
- To ensure that the premises outside the warehouse are kept in an orderly manner and that all the waste material is collected at regular intervals.
- To ensure that only authorised persons gain access to the medicines.

Minimum Requirements

EDUCATION

- B.Pharm Degree

EXPERIENCE

- +5 years Warehouse Management and QA experience in generic pharmaceutical or similar environment
- GMP Compliance
- GWP Compliance
- SAPC Compliance
- Quality Assurance throughout processes

SKILLS / COMPETENCIES

- Sound financial understanding
- Sound knowledge of MS Office (Excel, Word, PowerPoint and Outlook)

BEHAVIOURAL QUALITIES

- Assertive
- Attention to detail
- Good interpersonal skills
- Disciplined
- Strong communicator at all levels
- Sound time management skills
- Ability to work under pressure
- Able to use initiative
- Forward thinking and proactive

DESIRABLE SKILLS & EXPERIENCE

- Team management experience
- Current registration with SAPC.
- Strong Quality Assurance and Quality Management Systems experience
- Team player with strong interpersonal communications skills.
- Excellent computer skills and proficient in excel, word, outlook, and access
- Excellent communication skills both verbal and written

- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Budget development and oversight experience/understanding
- Ability to challenge and debate issues of importance to the organisation.
- Ability to look at situations from several points of view
- Delegate responsibilities effectively.

General working conditions

- Valid driver's license
- Must be able to work outside office hours when required or requested to do so

Application:

If this role is of interest to you please email your CV to liezel@clinigen.co.za.

Closing date for applications will be 16th of April 2021.