



CIRCULAR MEMORANDUM NO. 73 OF 2022

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FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – CHIEF PHARMACIST, MINISTRY OF HEALTH AND WELLNESS

DATE: 5th October 2022

Applications are invited from suitably qualified persons to fill the post of **Chief Pharmacist, Ministry of Health and Wellness.**

1. ACCOUNTABILITY OBJECTIVE:

Responsible for the overall management of the Pharmacy Unit to ensure that staff and medicines are managed efficiently and in compliance with the relevant legal and professional regulations ensuring the safe, high quality and effective use of medicines. The Officer advises on all matters related to the management of pharmaceutical procurement within the Ministry of Health and Wellness.

2. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE:

The Chief Pharmacist within the Ministry of Health and Wellness is responsible for the overall management of the Pharmacy Unit to ensure the effective and efficient management and procurement of pharmaceutical products within Belize. The Director is tasked with planning, directing, and coordinating technical and administrative activities across the ministry and must promote effective pharmaceutical use and procurement by developing cost effective policies and procedures. The officer is also required to update staff on the implementation of changes to these processes.

The incumbent coordinates the pharmaceutical tendering process and provides technical assistance as it relates to creation of legislation that guides the process of pharmaceutical delivery. The officer must conduct planning and research activities to improve pharmacy services and build a relationship with the drug importers to procure the best quality pharmaceuticals products.

The Chief Pharmacist consults and report to Deputy Director of Hospital Services and Allied Health and liaises with other key government departments to facilitate the effective movement of pharmaceuticals. The incumbent is expected to have excellent oral and written communication skills, demonstrate excellent interpersonal and team building skills, and be able to efficiently organize work for the achievement of set goals and objectives.

3. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **SURPERVISES** the overall operations of the Pharmacy Unit within the Ministry of Health and Wellness including those of the Dispensers, Storekeeper and Porter to ensure that pharmaceutical products are properly checked and accounted for.
2. **CONTRIBUTES** toward the development of the Ministry's Strategic and Operational Plans which guides the operations for the management of pharmaceutical services within the public health facilities and the formulation of policies to ensure the achievement of goals and objectives; recommends legislative amendments as required.
3. **DEVELOPS** and maintain policies, procedures and processes that promotes efficient and cost-effective pharmaceutical use that complies with establish standards and regulatory laws and implements training programs to update staff on new policies and procedures.
4. **COORDINATES** and monitors the pharmaceutical tendering process to ensure procurement is transparent and the best acquisition cost is realized, and that all supporting document detailing supplies are accurate.
5. **MAINTAINS** and updates the National Drug Formulary database as necessary by conducting scheduled Formulary Committee Meetings that addresses efficacy, safety and cost; Advises the Pharmacy Board on improving and increasing the cadre of Pharmacist.
6. **PROVIDES** technical assistance in the development of legislation to support the safe and effective delivery of pharmaceutical services; conducts drug utilization reviews and drug use evaluation for future planning and forecasting of pharmaceuticals.
7. **PARTICIPATES** in planning and research activities to improve pharmaceutical services offered to the public and review and updates the standard operating procedures for the provision of pharmaceutical services within public health facilities.
8. **LIAISES** with Drug Inspector to ensure the procurement of quality pharmaceutical products and utilizing best practices in the transportation and storage of pharmaceuticals at the national, regional and health facility level.
9. **MAKES** recommendation to the Competent Authority for the issuance of licenses required for the importation of pharmaceuticals.
10. **LIAISES** with the Customs Department and other stakeholders to facilitate the clearance of pharmaceutical products for the Ministry of Health and Wellness.
11. **ENSURES** the availability of basic pharmaceuticals at all public health facilities and prevent stock out of basic medications.
12. **MONITORS**, records, and reports prescription trends at public health facilities and establishes strict controls and accountability for all pharmaceutical products issued for patient use.
13. **PREPARES** annual Forecasted Tender List and provides guidelines on the quality of pharmaceuticals and medical supplies to be purchased.
14. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.

B. QUALIFICATION AND EXPERIENCE

Recognized Master's Degree in Pharmacy or related field. Must be a Registered Pharmacist with 5 plus years' experience in related field.

C. COMPETENCIES/SKILLS

- Experience working with supply chain management of pharmaceuticals,
- Strong management, supervisory, organizational and communication skills
- Knowledge of monitoring and evaluation approaches and appropriate methods for data analysis and reporting,
- Strong knowledge of the health system in Belize
- Ability to handle multiple tasks simultaneously, set priorities, and work independently,
- Knowledge of Microsoft Office Suite applications, including Word, Excel, and PowerPoint.

4. REPORTING RESPONSIBILITY

The Chief Pharmacist will report to the Deputy Director of Hospital Services and Allied Health and Wellness, Ministry of Health and Wellness.

5. SALARY

Government Pay Scale 23 of \$40,615 x 1644 - \$71,851 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Wednesday, 19th October 2022.**



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,*
President, Public Service Union of Belize President,
Association of Public Service Senior Managers