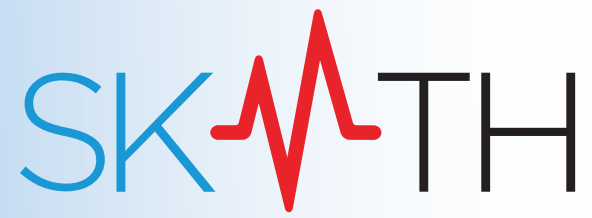


Vacancies



**SIR KETUMILE MASIRE
TEACHING HOSPITAL**

Committed to Excellence

Come join the Sir Ketumile Masire Teaching Hospital Team.

Sir Ketumile Masire Teaching Hospital (SKMTH) is the first quaternary healthcare facility established to address identified gaps in the healthcare industry in Botswana. SKMTH is registered as a company limited by guarantee wholly owned by the Government of Botswana established under the Companies Act Cap 42:01.

SKMTH's mandate is threefold:

- To deliver **patient centered care** for specialized healthcare services, at quaternary level
- To **teach** and facilitate the development of healthcare professionals.
- To invest in and create a conducive environment for **medical research**.

Currently, the Hospital plays a leading role in the management of COVID-19 in Botswana as the high-care referral centre for COVID-19 patients; a feat that is illustrative of the Hospital's commitment and mandate to become a centre of excellence in health care services.

The following vacancies exist within Sir Ketumile Masire Teaching Hospital:

1. Job Position: Pharmacy Manager x1

Main Purpose of the Job: To manage and direct pharmacy processes and systems, as well as supervise Pharmacy staff to ensure effective administration and timely dispensing of medications to clients, while ensuring compliance with all relevant state laws and statutory bodies.

Contract Period: Twenty-four (24) months

Qualifications Required: A Bachelor's Degree in Pharmacy or equivalent.

Experience: At least eight (8) years relevant post qualification experience of which three (3) should have been at a management level.

Roles and Responsibilities:

- Oversees the daily business operations of the Pharmacy while providing excellent patient-centered service.
- Develops and reviews Pharmacy policies, procedures and systems that guide and support pharmacy personnel to ensure compliance with policies, regulations, standards of practice and professional ethics.
- Supervises and coordinates activities of pharmacist, pharmacy technicians and other employees.
- Updates records, analyses costs, prepares reports and carries out any other administrative duties related to the role.
- Recommends and incorporates cost saving initiatives into budgets.
- Ensures compliance with all state laws and labeling requirements.
- Develops staffing schedules to ensure maximum hospital coverage.
- Provides guidance on medications, prescriptions and over-the-counter drugs in line with hospital policies
- Keeps stock records up to date to ensure adequate coverage according to target

Competencies:

- Effective Communicator
- Strong Interpersonal Skills
- Strong Organisational Skills
- Ability to Pay Attention to Details
- Innovative and Strong Administration Skills

2. Job Position: Senior Procurement Specialist (Pharmacy x1)

Main Purpose of the Job: Responsible for sourcing suppliers, ensuring that the purchased products and materials meet specific technical specifications, as well as evaluating supplier performance. The Procurement Specialist will also be responsible for ensuring timely deliveries and resolving any supply issues or discrepancies. The officer manages the Hospital's contracts with vendors to ensure best practice and offers solutions to assist the Hospital in cost containment strategies.

Contract Period: Twenty-four (24) months

Qualifications Required: Degree in Procurement and/or Supply Chain Management or its equivalent.

Experience: At least seven (7) years' experience in a procurement environment. Experience in Pharmaceutical environment will be an added advantage. Must have pharmacy experience.

Roles and Responsibilities:

- Oversees the entire budget estimation and sourcing operations.
- Ensures that the supply chain needs of the Hospital are met in a timely and cost-effective manner.
- Analyses and reviews costs
- Develops relationships with suppliers and distributors of medical supplies, and negotiates for suitable prices
- Participates in contracts drafting and negotiations
- Maintains excellent communication with all business stakeholders.
- Analyses purchases and tender bids to ensure that they have been negotiated accordingly.
- Assists in asset management procedures and stock-taking as and when required

3. Job Position: Procurement Officer (Pharmacy) x 1

Main Purpose of the Job:

To procure supplies, services and works as well as the disposal of assets in a timely and efficient manner.

Contract Period: Twenty-four (24) months

Qualifications Required: Degree in Procurement and/or Supply Chain Management or its equivalent.

Experience: At least four (4) years' experience in a procurement environment. Experience in Pharmaceutical environment will be an added advantage

Roles and Responsibilities:

- Ensures purchases are of a sufficient quality and are cost-efficient.
- Prepares plans for the purchase of services, supplies and equipment.
- Follows and enforces the Hospital's procurement policies and procedures.
- Reviews, compares, analyses and recommends products and services to be purchased.
- Manages inventories and maintains accurate purchase and pricing records.
- Maintains and updates supplier information
- Maintains good supplier relations and negotiates contracts.
- Researches and evaluates prospective suppliers.
- Prepares budgets, cost analysis and monthly procurement reports.

4. Job Position: Occupational Health & Safety Specialist

Main Purpose of the Job:

To plan, develop, promote, evaluate and maintain effective policies, programmes and procedures in occupational health and safety, so as to optimise employees' safety and strict adherence to SKMTH and the state's safety regulations and procedures.

Qualifications Required: Degree in Occupational Health and Safety or its equivalent

Experience: At least seven (7) years post qualification experience in Safety & Health Management, experience in a hospital setting will be an added advantage.

Contract Period: Twenty-four (24) months

Roles And Responsibilities:

- Develops Occupational Health Strategy and Framework.
- Inspects, tests and evaluates workplace environments, equipment and practices to ensure that they follow safety standards and regulations.
- Designs and implements workplace processes and procedures to protect workers from hazardous work conditions.
- Develops, promotes and evaluates training programmes to continuously educate staff on workplace health and safety.
- Demonstrates the correct use of safety equipment and advises management on industry-leading safety equipment relevant for the hospital.
- Investigates incidents and accidents and produces reports on findings to aid preventative and corrective measures.
- Carries out medical surveillance as required by the Occupational Health & Safety Standards and Regulations.
- Develops and implements work environment appraisals.
- Provides direction and leadership to junior staff, including coaching in all aspects of health and safety.
- Processes claims for occupational injuries and diseases.
- Manages disposal of Clinical Waste

All applicants should submit the following documents :

- a) Certified copies of certificates
- b) At least three (3) recent references (or full names and contact details of referees)
- c) Updated Curriculum Vitae
- e) Certified copy of the National Identity Card/Passport (for non-citizen)

Compensation: SKMTH offers competitive salaries.

To apply follow the link: <https://skmth.jb.skillsmapafrica.com/>

Closing Date: 31st January 2022

Hand Delivered applications will not be accepted.

Our Values



Connect with us

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