



SERVICE COMMISSIONS DEPARTMENT

Applications for Employment/Promotion Check List:-

- ☐ Signed Application Form
- ☐ Dated Application Form
- ☐ Birth Certificate (computerized only)
 - NOTE: If the Birth Certificate does not carry a First Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be attached;
- ☐ Marriage Certificate (computerized only)
- ☐ Affidavit/Deed Poll/Legal Documents pertaining to any change/omission of name
- ☐ Documentation showing proof of citizenship (if not born in Trinidad and Tobago)
- ☐ Academic Certificates
- ☐ Two (2) references with contact information

Applicants are advised:

- **that detailed information and relevant experience as it pertains to the office advertised should be clearly outlined (Curriculum Vitae)**
- **to ensure a VALID contact number, address and email address is provided**
- **that C.X.C. Grade III is considered a pass with effect from June 1998**
- **to apply for each office on a separate application form**
- **that no additional certificates/documents will be accepted after the closing date of an advertisement**
- **that the Application for Promotion Form must be endorsed by the Permanent Secretary or Head of Department before submission to the Service Commissions Department**
- **that all copies must be legible and clearly printed**
- **to check regularly for updates on the Service Commissions Department website**



SERVICE COMMISSIONS DEPARTMENT

ADVERTISEMENT OF VACANCY

Principal Pharmacist (Range 62), Pharmacist IV (Range 60) and Pharmacist III (Range 56E), Ministry of Health

In keeping with the provisions of Civil Service Regulation 16 (1), applications are invited from suitably qualified persons **between the ages of 17 and 50** for appointment to the above mentioned offices.

PRINCIPAL PHARMACIST

Minimum Experience and Training Requirements:

Extensive (over 8 years) experience in the practice of pharmacy, including extensive supervisory (over 8 years) experience such as may have been gained in the lower classes; and training as evidenced by the successful completion of a degree in pharmacy from a recognised university; or any equivalent combination of experience and training.

Necessary Special Requirement

Possession of a Pharmacist's Licence recognised by the Pharmacy Board of Trinidad and Tobago.

Distinguishing Features of Work:

An employee in this class is responsible for planning, organizing and directing the Drug Inspectorate and the Pharmaceutical Services of the Nation. Work involves developing of implementing policies and procedures; and providing advice on methods and means of improving regulating the Drug Inspectorate and the Pharmaceutical Services. Work involves inspecting and witnessing the destruction of narcotics, and reviewing and amending legislation pertinent to narcotics; precursor chemicals; antibiotics and other pharmaceuticals. Work is performed under the general supervision of a superior officer and is reviewed for conformity with departmental policies through an evaluation of results conferences and reports.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of the principles, practices and techniques of professional pharmacy.

- Extensive knowledge of pharmaceutical.
- Extensive knowledge of the Pharmacy Board Act and related legislation and of the laws and regulations pertaining to narcotics, precursor chemicals, antibiotics and other drugs.
- Extensive knowledge of Government's National Drug Policy and Drug Formulary.
- Considerable knowledge of the relevant International Conventions.
- Considerable knowledge of the WHO Certification Scheme on the Quality of Pharmaceutical Products Moving International Commerce.
- Considerable knowledge of principles and techniques of Public Administration
- Considerable knowledge of Civil Service Regulations and Financial Regulations and Instructions.
- Ability to supervise professional and support staff engaged in the provision of pharmaceutical services.
- Ability to write comprehensive reports accurately and concisely
- Ability to administer the pharmaceutical services of the Nation and the Drug Inspectorate.
- Ability to develop standards for use in policy determination and setting regulations governing the prescribing, dispensing and recording of drugs.
- Ability to communicate effectively, both orally and in writing.
- Ability to use relevant computer applications related to job functions.
- Ability to establish and maintain effective working relationships with patients, employees and the public.

Salary:

Range 62: \$15,077 per month (2013).

PHARMACIST IV

Minimum Experience and Training Requirements:

Extensive (over 8 years) experience in the practice of pharmacy, including considerable (4 to 8 years) supervisory experience such as may have been gained in the lower classes and training as evidenced by the successful completion of degree in pharmacy from a recognised university; or any equivalent combination of experience and training.

Necessary Special Requirement

Possession of a Pharmacist's Licence recognised by the Pharmacy Board of Trinidad and Tobago

Distinguishing Features of Work:

An employee in this class is responsible for assisting in the management of the activities of the Drug Inspectorate and for contributing to the development of policies and procedures for the pharmaceutical services of Trinidad and Tobago. Work includes reviewing legislation governing Antibiotics and Narcotics; processing applications; issuing licenses and import and withdrawal certificates; and preparing and submitting reports on Narcotics. Work is performed with considerable independence within the limits of related laws and regulations, and is subject to review by the Principal Pharmacist through reports, discussions and general supervision.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of the principles, practices and techniques of professional pharmacy.
- Extensive knowledge of pharmaceutical products.
- Extensive knowledge of the Pharmacy Board Act and related legislation and of the laws and regulations pertaining to narcotics, antibiotics and other drugs.
- Considerable knowledge of Government's National Drug Policy and Drug Formulary.
- Considerable knowledge of the relevant International Conventions.
- Considerable knowledge of the WHO Certification Scheme on the Quality of Pharmaceutical Products Moving in International Commerce.

- Considerable knowledge of principles and techniques of Public Administration.
- Considerable knowledge of Civil Service Regulations and Financial Regulations and Instructions.
- Ability to supervise professional and support staff engaged in the provision of pharmaceutical services.
- Ability to write technical reports accurately and concisely.
- Ability to use relevant computer applications related to job functions.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with patients, employees and the public.

Salary:

Range 60: \$14,123 per month (2013).

PHARMACIST III

Minimum Experience and Training Requirements:

Extensive (over 8 years) experience in the practice of pharmacy, including supervisory experience (18 months and up to 4 years) such as may have been gained in the lower classes and training as evidenced by the successful completion of a degree in pharmacy from a recognised university; or any equivalent combination of experience and training.

Necessary Special Requirement

Possession of a Pharmacist's Licence recognised by the Pharmacy Board of Trinidad and Tobago.

Distinguishing Features of Work:

An employee in this class is responsible for supervising the operations of a pharmacy/dispensary in a large hospital or in an assigned area or for performing inspection duties of the Drug Inspectorate. Work involves establishing, formulating, implementing and reviewing procedures relating to pharmaceuticals; supervising pharmacists and support staff; assisting in monitoring and controlling Antibiotics, Narcotics and precursors in accordance with relevant legislation. Work is performed with considerable independence in accordance with

professional standards and is reviewed by a senior Pharmacist through inspections, meetings, general observations and reports.

Required Knowledge, Skills and Abilities:

- Considerable knowledge of the principles, practices and techniques of professional pharmacy.
- Considerable knowledge of pharmaceutical products.
- Considerable knowledge of Government's National Drug Policy and Drug Formulary.
- Considerable knowledge of the Pharmacy Board Act and related legislation and of the laws and regulations pertaining to narcotics, antibiotics, precursors and other drugs.
- Knowledge of policies and procedures as it relates to pharmacy in the Public Health Service.
- Knowledge of Civil Service Regulations and Financial Regulations and Instructions.
- Ability to plan, assign and supervise professional and support staff engaged in the provision of pharmaceutical services.
- Ability to prepare and dispense medications and other pharmaceutical products.
- Ability to provide advice in the use of pharmaceuticals.
- Ability to manage inventory and maintain records and prepare reports.
- Ability to deal sensitively and confidentially with patients' needs.
- Ability to communicate effectively, both orally and in writing.
- Ability to use relevant computer applications related to job functions.
- Ability to establish and maintain effective working relationships with patients, other employees and the public.

Salary:

Range 56E: \$11,848-\$12,434/\$13,263 per month (2013).

For further details, persons are advised to access the Advertisement and Job Specification at the Service Commissions Department's website at www.scd.org.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE SERVICE COMMISSIONS DEPARTMENT: 10th August, 2018.

Applications to: **The Director of Personnel Administration,
Service Commissions Department
Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

or

**Service Commissions Department
Wilson Road
Scarborough
Tobago**

Persons wishing to apply can access the Application Form, Job Specification and the Application Checklist at the Service Commissions Department's website at www.scd.org.tt.

Applicants must adhere to the guidelines and provide all information in full as outlined in the Application Checklist (on the website) in order to be successfully shortlisted.

SHOULD PERSONS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND WILL BE DEEMED UNSUITABLE.

**Explore this and other job opportunities at
www.scd.org.tt**