VACANCY	
Job title:	Pharmacist
Type:	Permanent ☒ Fixed Term ☐ Temporary ☐
Main purpose of the job:	To implement pharmaceutical services as per protocols for clinical research studies conducted at Wits RHI research sites.
Location:	7 Esselen Street, Hillbrow, Wits RHI Research Centre Clinical Research Site (CRS)
Closing date:	18 November 2025
Submit detailed CV to:	vacancy5@wrhi.ac.za
Advert reference number:	**UM 09-2025**
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas.

Comply with all relevant legislative and regulatory requirements.
Implement and maintain study specific procedures according to regulatory requirements and protocol for all relevant studies at site.
Assist in setup of compliant pharmacy services at trial sites, in person, on calls or via email.
Perform periodic oversight of pharmacy services at trial sites and issue reports accordingly.
Compile and revise study or pharmacy related SOPs.
Train staff on protocol and study specific SOPs.
Maintain study documentation.
Conduct internal and organization-wide monitoring and quality assurance.
Identify any regulatory issues and bring it to the attention of the Project Manager and Principal Investigator.
Prepare for any monitoring or auditing visits from regulatory authorities or sponsors.
Periodic review of all pharmacy SOP's and quality management plan.
Manage general housekeeping of the Pharmacy and Clean Room according to infection control standards.
Interpret prescriptions and dispense drugs according to protocol.
Advise participants on the correct use of or adherence to drugs.
Maintain drug accountability records for all drugs.
Conduct stock control to ensure the correct availability of stock levels and expiry of drugs.
Administer, process and file relevant documentation.
Order medicines (scheduled, cold chain, investigational and concomitant) from suppliers to ensure sufficient stock.
Ensure appropriate destruction of all expired and quarantined drugs.
Maintain appropriate storage conditions.
Respond to temperature excursions and call outs as necessary.
Manage importation of study products and related supplies.
Manage bulk orders and distribute stock to affiliated sites as required.
Track stock levels at affiliated sites to ensure uninterrupted implementation of the trial.
Oversight of study product management at affiliated sites.
Setup and compile required files and SOPs for new studies.
Compile periodic drug accountability reports and study specific reports as and when required.
Complete Pharmacy CRFs and file accordingly.
Maintain and file all relevant pharmacy specific participant documentation
Comply with Good Clinical Practice (GCP), Protocol requirements and Standard Operating Procedures (SOPs).

Verify accuracy of data in source documentation and accuracy of transcription from source data Case. Report Forms (CRF) as needed.
Ensure errors on source documents e.g., CRF's are corrected, initialled, and dated.
Support the timely transmission/data faxing of relevant Case Report Forms following QC activity (as needed).
Ensure completion of corrective action of internal and external QC reports and monitoring reviews.
Assist with staff training (and retraining) where error trends are identified.

Required minimum education and training.

Bachelor of Pharmacy degree.

Professional body registration

South African Pharmacy Council.

Required minimum work experience.

Minimum of 4 years' experience in research of which two should be in clinical trial or research environment.

Desirable additional education, work experience and personal abilities.

A certificate in Good Clinical Practice (GCP).
Valid driver's license will be an advantage.
Good administration skills with working knowledge of Microsoft Office.
Able to work independently and as part of a multi-disciplinary team.
Self-starter and take initiative.
Patient, tactful and empathetic towards participants.
Attention to detail.
Exceptional organizational and administrative skills are required together with working knowledge of Microsoft Office.
Take ownership and accountability for tasks and demonstrates effective self management.
Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
Maintain a positive attitude and respond openly to feedback.
Take ownership for driving own career development by participating in ongoing training and development activities such as forums, conferences, policy setting workshops etc.
Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.
Promote harmony, teamwork and sharing of information.

Should you be interested in applying for this vacancy, please send an email to vacancy5@wrhi.ac.za. The subject heading of the email must read **UM 09-2025** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV