INTERNAL AND EXTERNAL JOB ADVERT

Mpilonhle Has the Following Vacancy until 31 March 2028. This position will be based in King Cetshwayo District,

Mpilonhle is a non-profit organisation dedicated to improving the health and development of the communities that it works in.

PHARMACY STOCK CONTROLLER – MPI 012/2026

Job Summary

The Pharmacy Stock Controller is responsible for managing the pharmacy room, maintaining stock control, overseeing the medical dispensing license, and providing health services to walk-in clients.

Main Tasks and Responsibilities

- Manage pharmaceutical stock, ensuring accurate inventory, proper rotation, and minimal wastage.
- Maintain records, reconcile stock, and update medication data in systems.
- Clients' retention/ cohort management.
- Forecast supplies, place orders, and coordinate with NIMART nurses and District Managers.
- Provide HIV, STI, TB screening, and PrEP/ART services to clients.
- Develop SOPs, ensure compliance with regulations, and collaborate with the programme team
- Assist the team with Prep Data management
- Participate in outreach activities

Minimum Requirements

- Diploma in Pharmacy, Enrolled Nursing, or a related healthcare qualification,
- A minimum of two years' experience in a health related role,
- Valid South African Driver's License,
- Experience in report writing,
- Knowledge of pharmacy operations, including stock management and dispensing procedures,
- Familiarity with HIV, STI, and TB health services (especially if serving key populations),
- Awareness of infection prevention and control (IPC) standards,
- Knowledge of Standard Operating Procedures (SOPs) and regulatory requirements for handling Medicines;
- Understanding of prescription processing and medication safety protocols

If you are interested in this position, please email detailed curriculum vitae and application letter to jobs04@mpilonhle.org

Applicants who have not been contacted within two weeks of submitting their application should consider their application unsuccessful.

For any inquiries, please contact Human Resources at 035 550 2000.

Closing date for applications is 30 October 2026, or until suitable candidate is identified.

By expressing interest in the position, applicants consent, in accordance with the POPI Act, to their curriculum vitae being shared with the relevant individuals authorised to act on behalf of Mpilonhle during the recruitment process.