



DEPARTMENT OF CORRECTIONAL SERVICES
CAREER OPPORTUNITY
PHARMACIST (SESSIONAL) – TWO (2) VACANCIES
LOCATIONS: KINGSTON & ST. CATHERINE

The Department of Correctional Services is excited to announce an opportunity for a ***Sessional Pharmacist*** within our **Specialized and Medical Services Division**. We are looking for a motivated and proactive professional who brings experience, sharp analytical skills, and a passion for teamwork to help us deliver quality healthcare services:

- Workdays: Monday - Thursday
- Work hours: 9:00am - 1:00pm
- Sessional Rate: \$5,314.00 [Per four (4) hour Session]

JOB PURPOSE

The incumbent is responsible to coordinate the procurement and dispensing of prescription and non-prescription drugs within Correctional Facilities, in compliance with the Food and Drug Act (1964), Pharmacy Act (1966), and the DCS/NHF Memorandum of Understanding, ensuring the safe, timely, and efficient delivery of pharmaceutical services to offenders and staff.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES

Managerial/Administrative:

- Develops and supervises a system of control and accountability for drugs dispensed in all Correctional facilities.
- Guides the consultant medical officer, medical orderlies in keeping with the Pharmacy Act 1966;
- Establishes written procedures for the safe and effective dispensing of pharmaceuticals;
- Ensures that pharmaceuticals inventory and related records are properly maintained;
- Provides monthly/quarterly reports to the Coordinator of Pharmaceutical Services;

Technical/Professional:

- Monitors and inspects stock supplies of drugs in all Correctional facilities, ensuring good quality and maintaining an approval stock of antidotes and other emergency drugs;
- Advises medical teams on the selection, dosages, interactions and side effects of drugs;
- Reviews medication orders for appropriateness;
- Removes from the dispensing stock, pharmaceuticals over six (6) months out of date;
- Directs the procurement, storage, distribution, control and evaluation of drugs;
- Provides reports on pharmacy protocols;
- Performs clinical pharmacy duties and technical functions such as compounding and dispensing.

Other Responsibilities:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of National Health Policies;
- Knowledge of Management principles and practices;
- Knowledge of the regulatory framework related to the practice of Pharmacy;
- Knowledge of inventory management and logistics;
- Knowledge of the organization's policies and procedures;
- Good problem-solving skills and strength of character;
- Good presentation, oral and written communication skills;
- Proficiency in the use of relevant computer applications;
- Good interpersonal skills;
- Proficient understanding of cultural diversity.

MINIMUM QUALIFICATION AND EXPERIENCE

- B.Sc. Degree in Pharmacy;
- A minimum of three (3) years' experience as a pharmacist;
- License as a Pharmacist with the Pharmacy Council of Jamaica.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to confidential information.
- Island-wide traveling to Correctional facilities.
- Required to visit/work in the Correctional Centres, most of which are high risk environment and where there is the possible exposure to communicable diseases.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 12, 2025** to the:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
5 – 7 King Street
Kingston

Email: career@dcsjm.gov.jm

Subject: Pharmacist (Sessional)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.

The Department wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Department.