



MEDICINES CONTROL AGENCY

54 Kairaba Avenue, Pipeline, P.O. Box 3162, The Gambia. Tel. no: +2204380632, website: www.mca.gm

VACANCY ANNOUNCEMENT FOR THE POSITION OF PHARMACY TECHNICIAN

Applications are invited from suitably qualified Gambians for the position of **Pharmacy Technician** at the Medicines Control Agency.

Applicants are required to submit: Cover Letter, CV and all relevant certificates and documents to: **Executive Director, Medicines Control Agency, The Gambia.**

Address: 54 Kairaba Avenue, 2nd Floor, opposite US Embassy, Pipeline, The Gambia.
Tel (+220) 4380632.

Deadline for submission: Time and Date; Wednesday, **18th August 2023**, at **12 Noon.**

Job Title: PHARMACY TECHNICIAN/INSPECTOR

Number of Positions: Three (3)

Reports To: Regulatory Officer

Overall Function: To assist the Inspectorate Department in inspection and enforcement of the Medicines and Related Products Act 2014 and Regulations.

Duties and Responsibilities

1. Assists Regulatory Officers in vetting of Applications and its support documentation.
2. Collate and manage information in relation to Medicine and Related Products.
3. Ensure compliance with regulations set by Medicines Control Agency.
4. Provide information to pharmaceutical outlets about medicines and related products regulations.
5. Prepare documents and write reports in timely manner.
6. Conduct inspections of pharmaceutical outlets, warehouses and ports of entry.
7. Closing down of illegal premises during inspection.
8. Taking samples from imported medicines and related products consignment.
9. Assists in compiling and documentation of samples for quality control testing.
10. Seizing of products illegally imported, distributed, stored or sold.
11. Prepare inventory of seized medicines and related products.
12. Accounting for all seized medicines and related products.
13. Assists in performance of other regulatory functions.



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14. Any other duty assigned.

Qualification and Experience

1. Diploma in Pharmacy Technician.
2. Registration with the Pharmacy Council of The Gambia.
3. At least Three (3) years post qualification working experience.

Knowledge and Skills

- Knowledge in Medicines Regulations
- Excellent teamwork skills
- Excellent communication and writing skills
- Computer literate (Word, Excel, PowerPoint etc.)
- Critical thinking skills
- Analytical skills
- Interpersonal skills
- Time management skills.

SALARY: Attractive