



MEDICINES CONTROL AGENCY

Off Bertil Hardina Highway, Kotu East, Kanifina Municipality, P.O. Box 3162, Serekunda, The Gambia

VACANCY ANNOUNCEMENT

Applications are invited from suitably qualified Gambians for the following vacant positions at the Medicines Control Agency:

Job Title: Communication and Advocacy Officer

Number of Positions: One (1)

Reports To: Senior Communication and Advocacy Officer

JOB PURPOSE

To provide operational support for the performance of the Communication and Advocacy functions of the Agency.

DUTIES AND RESPONSIBILITIES

1. Supervises the collection of data for the formulation and review of policies.
2. Participates in implementation, monitoring and evaluation of programmes and activities of the Unit.
3. Participates in public education and sensitization on the Agency's programmes and activities.
4. Provides inputs for the preparation of press releases and media briefings.
5. Undertakes specified assignments in relation to the organization and celebration of national and international events;
6. Monitors media coverage on issues affecting the Agency.
7. Collates data for the development of communication products.
8. Collects data for the update of the website.
9. Maintains a database on the Agency's stakeholders.
10. Collates data for the preparation of the annual budget and work plan of the Unit.
11. Collates data for the preparation of the annual and other periodic reports of the Unit.
12. Supervises and appraises the performance of subordinate staff.
13. Participates in the design and implementation of the Communication and Advocacy strategy of the Agency.
14. Participates in the update, monitoring and maintenance of the Agency's social media platforms.
15. Monitor media activities relating to the Agency.
16. Ensure the development and maintenance of a communication strategy.
17. Ensure the development and maintenance of risk communication plan.

Website: www.mca.gm; E-mail: info@mca.gm; Tel. No.: +2204380632



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18. Ensure the formation and coordination of a risk communication team.
19. Participates in the development and maintenance of a quality management system of the Agency.
20. Provision of inputs for the update of the website and update other media platforms of the Agency.
21. Perform any other duty assigned.

QUALIFICATION AND EXPERIENCE

- A minimum of Bachelor's Degree from an accredited tertiary institution in Mass Communication, Communication Studies, International Relations, Journalism, Social Science or any other related disciplines.
- Relevant work experience in a similar organisation would be an added advantage.
- Must pass a competitive selection interview conducted by the Agency.

COMPETENCIES

- Knowledge and understanding of the Public Administration Systems.
- Knowledge in Public Relations.
- Knowledge of relevant I T applications
- Leadership and monitoring skills.
- Knowledge in media law.
- Good knowledge in educational assessment
- Analytical skills.
- Good team player.
- Negotiation, diplomacy and advocacy skills.
- Communication, interpersonal and presentation skills.
- Problem solving skills.
- Administrative Procedures.
- Report Writing Skills.

SALARY: The salary attached to these positions is very attractive.

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

Address: Off Bertil Harding Highway, Kotu East, Kanifing Municipality, P.O. Box 3162, Serekunda, The Gambia.

Deadline for submission: Time and Date; **Friday, 21 February 2025, at 12:00 Noon.**

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