



MEDICINES CONTROL AGENCY

Off Bertil Harding Highway, Kotu East, Kanifing 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:

Title: Regulatory Officer for Evaluation and Registration

Number of Positions: Five (5)

Reports To: Senior Regulatory Officer.

JOB PURPOSE:

To provide operational support for the effective and efficient performance of the evaluation and registration of medicines and related products regulatory function of the Agency.

DUTIES AND RESPONSIBILITIES

1. Participate in effective and efficient evaluation and registration of medicines and related products.
2. Collects data for the formulation of policies on medicines and related products regulation.
3. Provides input for the development of medicines and related products policies and guidelines.
4. Participates in the evaluation and registration of medicines and related products
5. Participates in the development and maintenance of registers of medicines and related products and other relevant registers of the Directorate.
6. Collects and manages product samples for registration and other purposes
7. Collects and manages product dossiers for registration and other purposes

8. Participates in the evaluation of variations
9. Participates in public education programmes
10. Participates in the conduct of stakeholder consultations
11. Ensure that data is inputted in the medicines and related products registers
12. Ensure that data is inputted in the medicines and related products registration database
13. Collates data for the preparation of annual and other periodic reports of the Directorate.
14. Collates data for the preparation of annual work plan and budget of the Directorate
15. Participate in the implementation of training, learning and development activities of the Directorate.
16. Participate in the development and maintenance of a quality management system of the Agency.
17. Provision of inputs for the update of the website and other media platforms of the Agency.
18. Perform any other duty assigned.

QUALIFICATIONS AND EXPERIENCE

- A minimum of Bachelor's Degree in Pharmacy, Pharmacology, Pharmaceutical Sciences, Biological Science, Biochemistry, Chemistry or any other related field from an accredited tertiary institution.
- Relevant work experience in a similar organisation would be an added advantage.
- Must pass a competitive selection interview conducted by the Agency.

COMPETENCIES

- Good leadership, networking, monitoring and management skills.
- Excellent communication, interpersonal and presentation skills.
- Good knowledge of relevant IT application.
- Good negotiation, lobbying and conflict management skills.
- Good ethical standard.

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.**