



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:

Job Title: Regulatory Officer

Number of Positions: Four (4) for Operations:

- 1. Licensing, Import and Export Control (1)**
- 2. Post- Marketing Surveillance (1)**
- 3. Inspection and Enforcement. (2, including one Regulatory Intelligence and Enforcement Officer).**

Reports To: Senior Regulatory Officer.

JOB PURPOSE

To provide technical and operational support for the effective and efficient performance of the Licensing, Import and Export Control, Post-Marketing Surveillance, Inspection and Enforcement of the Directorate.

DUTIES AND RESPONSIBILITIES

1. Participate in the effective and efficient licensing, import and export control, post-marketing surveillance, inspection and enforcement activities including the Regions.
2. Participate in the effective and efficient management of resources in the Directorate including the Regions.
3. Provides inputs for the formulation of policies of the Agency.
4. Participate in the development and maintenance of registers of the Directorate.
5. Participate in the development of annual work plan for the Directorate including the Regions.
6. Participate in the implementation of programmes and activities of the Directorate.
7. Participate in the development and review of guidelines, processes, procedures for licensing, import and export control, post-marketing surveillance, inspection and enforcement.

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



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8. Enforcement of medicines and related products Act 2014 and Medicines and Related Products Regulations 2020.
9. Participate in the monitoring of products advertisement.
10. Participate in the conduct of import and export inspections and clearance, bonded warehouse licensing, supervision of safe disposal, quality assurance testing and other import and export control functions.
11. Participate in the implementation of training, learning and development activities of the Directorate.
12. Participate in the development and maintenance of a quality management system of the Agency.
13. Provision of inputs for the update of the website and other media platforms of the Agency.
14. Perform any other duty assigned.
15. Identify possible areas for research and improvement.
16. Participate in close consultation with directorates, officers and other stakeholders in the implementation of the programmes and activities of the Directorate.
17. Enforcement of medicines and related products Act 2014 and Medicines and Related Products Regulations 2020.
18. Participate in the monitoring of products advertisement. Participate in the conduct of import and export inspections and clearance, bonded warehouse licensing, supervision of safe disposal, quality assurance
19. testing and other import and export control functions.
20. Participate in the implementation of training, learning and development activities of the Directorate.
21. Participate in the development and maintenance of a quality management system of the Agency.
22. Provision of inputs for the update of the website and other media platforms of the Agency.
23. Perform any other duty assigned.

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QUALIFICATIONS AND EXPERIENCE

- A minimum of Bachelor's Degree in Pharmacy, Chemistry, Pharmaceutical Sciences or any other related field from an accredited tertiary institution. OR
- In the case of the Regulatory Intelligence and Enforcement Officer, a minimum of Bachelor's Degree in any relevant field with experience in intelligence, prosecution and/or security.
- Relevant work experience in a similar organisation would be an added advantage.
- Must pass a competitive selection interview conducted by the Governing Board.

COMPETENCIES

- Good leadership, networking, monitoring and management skills.
- Excellent communication, interpersonal and presentation skills.
- Good knowledge of relevant IT applications.
- 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.**

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