



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:

A. Job Title: Regulatory Officer

Number of Positions: Two (2) for Clinical Trials & Pharmacovigilance

Reports To: Senior Regulatory Officer.

JOB PURPOSE

To provide operational support for the effective and efficient performance of the Clinical Trials and Pharmacovigilance function of the Agency.

DUTIES AND RESPONSIBILITIES

1. Conduct effective and efficient evaluation of clinical trials applications and assessment of CTPV reports.
2. Conduct monitoring for effective and efficient CT and PV oversight.
3. Collects data for the formulation of policies on CTPV regulation.
4. Provides input for the development of CTPV policies and guidelines.
5. Support the SRO to ensure effective conduct of PV activities across the country and do the necessary follow-ups.
6. Collate, organize, evaluate and manage information.
7. Support the SRO to plan and undertake any other required regulatory functions.
8. Participates in public education programmes
9. Participates in the conduct of stakeholder consultations
10. Participate in the development and maintenance of CTPV register.
11. Ensure that data is inputted in the CTPV register.
12. Input data in the Adverse Drugs Reactions (ADRs) and Serious Adverse Events (SAEs) 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.

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



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18. Perform any other duty assigned.

QUALIFICATIONS AND EXPERIENCE

- A minimum of Bachelor's Degree in Pharmacy, Pharmacology, Nursing, Medicine, Pharmaceutical Sciences, 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.**