



MEDICINES CONTROL AGENCY

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

Job Title:	Principal Administrative Officer
Number of Positions:	One (1)
Directorate:	Administration and Finance
Department:	Administration
Reports To:	Director, Administration and Finance
Supervises:	Senior Administrative Officer

JOB PURPOSE

To provide technical and operational support for the effective and efficient performance and management of the administrative and Human Resource (HR) functions of the Agency.

DUTIES AND RESPONSIBILITIES

1. Supervises the collation of data for the formulation of policies
2. Develops administrative systems and manuals
3. Oversees the development of plans to ensure the availability of resources to support the activities of the Agency
4. Supervises the organization of meetings, seminars, conferences and workshops
5. Supervises the preparation of the budget and work plan of the Department
6. Supervises the preparation of annual and other periodic reports of the Department
7. Supervises and appraises the performance of immediate subordinate staff.
8. Ensures the implementation, monitoring and evaluation of the programmes and activities of the Department.
9. Ensures the efficient and effective management of the human, material and financial resources of the Department.
10. Ensure the effective management of Agency's supplies, stores and assets disposal in accordance with laid down procedures and regulations
11. Ensures the development and use of an Estates Management Manual.
12. Collaborate with the Legal Team on the acquisition of legal titles to the Agency's properties.
13. Provides inputs for the development of procedures for the acquisition, valuation, control, identification and maintenance of the Agency's physical assets.
14. Ensures the development and maintenance of the Assets Register of the Agency in collaboration with Finance.
15. Ensures proper sanitation/cleanliness and maintenance of the Agency's estates
16. Inspects the Agency's buildings under construction and other renovation works
17. Ensures the implementation of decisions on the allocation of offices and other facilities.
18. Ensures the development of a system for the tenancy management activities of the Agency in collaboration with the Legal Team.
19. Ensures the maintenance and management of all moveable and immovable properties.
20. Ensures the preparation of estimates for repair works.



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21. Oversee the implementation of guidelines, procedures and safety standards on transport management.
22. Provide advice and guidance on the acquisition, distribution, maintenance, utilization and disposal of fleet and other assets of the Agency
23. Oversees the development of procurement manuals and procedures.
24. Oversee the development, maintenance and updates of database on Suppliers.
25. Oversees the preparation of the Annual Procurement Plan of the Agency.
26. Supervise the effective management of the procurement process.
27. Supervises the preparation of annual and other periodic reports on the procurement functions to the Gambia Public Procurement Agency through the Head of the Agency.
28. Supervises the development and updates of the Human Resource Management Information System (HRMIS) of the Agency.
29. Implements activities relating to employee wellbeing and conducive work environment;
30. Supervises the implementation of disciplinary processes and procedures of the Agency
31. Supervises the design and implementation of the Communication and Public Education strategy of the Agency.
32. Approve the issuance of fuel to the Agency pool Vehicles prior to issuance by Accounts.
33. Supervises close consultation with Directorates, officers and other stakeholders in the implementation of the programmes and activities of the Directorate.
34. Supervises the implementation of training, learning and development activities of the Agency and the Directorate.
35. Ensures the effective and efficient management of partnership and international relations.
36. Participate in the development and maintenance of a quality management system of the Agency.
37. Provision of inputs for the update of the website and other media platforms of the Agency.
38. Perform any other duty assigned.

QUALIFICATIONS AND EXPERIENCE

DIRECT ENTRY

- A minimum of a Master's Degree in Business/Public Administration, Human Resource Management or any other related field from an accredited tertiary institution.
- A minimum of five (5) years post qualification relevant work experience, two (2) years of which must be in a senior management position in a similar organization.
- Must pass a competitive selection interview conducted by the Governing Board.



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IN-SERVICE ENTRY

- Availability of vacancy in the grade of a Principal Administrative Officer.
- A minimum of Master's Degree from an accredited tertiary institution in Business/Public Administration, Human Resource Management or any other related field with two (2) years post-qualification experience in the grade of a Senior Administrative Officer; OR
- A minimum of Bachelor's Degree in Business/Public Administration, Human Resource Management or any other related field with three (3) years post-qualification experience in the grade of a Senior Administrative Officer.
- Must have satisfactory staff performance appraisal reports.
- Must pass a competitive selection interview conducted by the Governing Board.

COMPETENCIES

- Good strategic management skills
- Good knowledge in Labour laws and regulations
- Knowledge in Administrative procedures
- Good leadership and networking skills
- Monitoring and evaluation skills
- Good communication, interpersonal and presentation skills
- Negotiation, lobbying and conflict management skills
- Ability to inspire and motivate

- Strong analytical and problem-solving skills.
- Knowledge in financial management regulations
- Knowledge in relevant ICT applications
- Good report writing skills.

TRAINING

- Continuous Professional Development Programmes
- Strategic and Project Management
- Public Administration
- Public Policy Analysis
- Organisational Development and Change Management
- Negotiation, Diplomacy and Lobbying.

SALARY: The salary attached to these positions is IIA of the Agency's PayScale.

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

Address: Off Bertil Harding Highway, Kotu East, The Gambia.

Deadline for submission: Time and Date; Friday, **27 December 2024**, at **12 Noon**.