



MEDICINES CONTROL AGENCY

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

VACANCY ANNOUNCEMENT FOR THE FOLLOWING POSITIONS

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

Job Title:	Principal Regulatory Officer
Number of Positions:	One (1)
Directorate:	Operations (Licensing, Import and Export Control, Post-Marketing Surveillance, Inspection and Enforcement)
Reports To:	Director of Operations
Supervises:	Regulatory Officers

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. Supervises the effective and efficient licensing, import and export control, post-marketing surveillance, inspection and enforcement activities including the regions.
2. Supervises 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. Ensures control and monitoring of products advertisement and promotions.
5. Supervises the development of annual work plan for the Directorate including the Regions.
6. Supervises the implementation of programmes and activities of the Directorate.
7. Supervises the implementation of performance management of the Directorate.
8. Supervises the development and review of guidelines, processes, procedures for licensing, import and export control, post-marketing surveillance, inspection and enforcement.
9. Supervises the development and management of a comprehensive database on the programmes and activities of the Directorate and the Regions.
10. Supervises the preparation of the annual and other periodic reports of the Directorate including the Regions.
11. Ensures the development and maintenance of registers of the Directorate.
12. Supervises the preparation of the budget of the Directorate including the Regions.
13. Supervises the implementation of performance management of the Directorate and the Regions.



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14. Supervises the collation of data for the formulation of policies on licensing, import and export control, post-marketing surveillance, inspection and enforcement.
15. Supervises the development and implementation of policies and guidelines on licensing, import and export control, post-marketing surveillance, inspection and enforcement.
16. Supervises the effective and efficient conduct of activities at the Airport, Seaport, Land Borders and in the Regions.
17. Identify possible areas for research and improvement.
18. Supervises the close consultation with Directorates, officers and other stakeholders in the implementation of the programmes and activities of the Directorate.
19. Supervises the enforcement of medicines and related products Act 2014 and Medicines and Related Products Regulations 2020.
20. Supervises the monitoring of products advertisement.
21. Supervises 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.
22. Supervises and appraises the performance of immediate subordinate staff.
23. Supervises the implementation of training, learning and development activities of the Directorate.
24. Participate in the development and maintenance of a quality management system of the Agency.
25. Provision of inputs for the update of the website and other media platforms of the Agency.
26. Perform any other duty assigned.

QUALIFICATIONS AND EXPERIENCE

DIRECT ENTRY

- A minimum of Master's Degree or equivalent in Pharmacy, Pharmaceutical Chemistry, Pharmaceutical Sciences 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.

IN-SERVICE ENTRY

- Availability of vacancy in the grade of a Principal Regulatory Officer, Operations.
- A minimum of Master's Degree in Pharmacy, Pharmaceutical Chemistry, Pharmaceutical Sciences with two (2) years post-qualification relevant experience in the grade of Senior Regulatory Officer; OR



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- A minimum of Bachelor's Degree in Pharmacy, Pharmaceutical Chemistry, Pharmaceutical Sciences with three (3) years post-qualification relevant experience in the grade of Senior Regulatory Officer.
- Must have satisfactory staff performance appraisal reports as a Senior Regulatory Officer.
- Must pass a competitive selection interview conducted by the Governing Board.

COMPETENCIES

- Quality Management
- Relevant IT applications
- Continuous Professional Development Programmes
- Strategic and Project Management
- Organisational Development and Change Management.
- Leadership and Governance
- Strong analytical and problem-solving skills.
- International relations, diplomacy and negotiation
- Public financial and human resource management
- Inspection
- Enforcement
- Post-Marketing Surveillance
- Licensing
- Import and Export Control

TRAINING

- Strategic and Project Management
- Leadership and Governance
- Public Administration and Public Policy Management
- Relevant IT Applications
- International Relations, Diplomacy and Negotiation
- Organisational Development and Change Management
- Public Financial and Human Resource Management

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**