



## **MEDICINES CONTROL AGENCY**

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

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### **VACANCY ANNOUNCEMENT FOR THE POSITION OF PHARMACY TECHNICIAN/INSPECTOR**

Applications are invited from suitably qualified Gambians for the position of **Pharmacy Technician/Inspector** at the Medicines Control Agency.

**Job Title: Pharmacy Technician/Inspector**

**Number of Positions: Eleven (11)**

**Reports To: Regulatory Officer**

**Overall Function:** 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. Support the effective and efficient Licensing, Import and Export Control, Post-Marketing Surveillance, Inspection and Enforcement of the Directorate.
2. Support in the screening of import and export clearance permits of medicines and related products
3. Prepare inspection reports
4. Participates in public education programmes
5. Participates in the conduct of stakeholder consultations
6. Inputs data in the various registers under the Directorate
7. Collects data for the preparation of annual and other periodic reports of the Directorate
8. Collects data for the preparation of annual work plan and budget of the Directorate
9. Participate in the effective and efficient conduct of activities at the Airport, Seaport, Land Borders and in the Regions.
10. Support the collection of data for the formulation of policies on licensing, import and export control, post-marketing surveillance, inspection and enforcement.
11. Participate in the implementation of policies and guidelines on licensing, import and export control, post-marketing surveillance, inspection and enforcement.
12. Enforcement of medicines and related products Act 2014 and Medicines and Related Products Regulations 2020.
13. Monitoring of products advertisement.
14. Conduct import and export inspections and clearance, bonded warehouse licensing, supervision of safe disposal, quality assurance testing and other import and export control functions.
15. Participate in training, learning and development activities of the Directorate.

Website: [www.mca.gm](http://www.mca.gm); E-mail: [info@mca.gm](mailto:info@mca.gm); Tel. No.: +2204380632



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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

#### DIRECT ENTRY

- A minimum of Diploma in Pharmacy/ Pharmacy Technician/Pharmaceutical Technology.
- Relevant working experience is an added advantage.

#### COMPETENCIES AND SKILLS

- Knowledge in Medicines Regulations
- Excellent communication, interpersonal and presentation skills
- Good ethical standard.
- Excellent teamwork skills
- Computer literate (Word, Excel, PowerPoint etc.)
- Critical thinking skills
- Analytical skills
- Time management skills.

**SALARY:** The salary attached to this position 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.** Please include "Pharmacy Technician/Inspector Application – (Your Name)" on the envelop and/or if email, as a subject line.

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

**Deadline for submission:** Time and Date; **Thursday, 22 May 2025, at 14:00 Hrs.**

**Note:** *Applications without the required documents will not be considered and only shortlisted candidates will be contacted.*

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