



MEDICINES CONTROL AGENCY

54 Kairaba Avenue, Pipeline, Kanifina Municipality, P.O. Box 3162, Serekunda, The Gambia

VACANCY ANNOUNCEMENT FOR THE FOLLOWING POSITION

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

JOB TITLE: DIRECTOR, ADMINISTRATION AND

FINANCE NUMBER OF POSITIONS: ONE (1)

REPORTS TO: EXECUTIVE DIRECTOR

JOB PURPOSE

To provide technical and administrative direction for effective and efficient performance of the administrative and finance function of the Agency as per the Medicines and Related Products Act, 2014 and Medicines and Related Products Act 2014 Regulations, 2020.

DUTIES AND RESPONSIBILITIES

- 1) Provides inputs for the formulation of policies
- 2) Provides professional and technical financial advice to the Executive Director
- 3) Ensures the implementation, monitoring and evaluation of programmes and activities of the Directorate
- 4) Exercises oversight responsibility for efficient and effective management of the material resources of the Agency.
- 5) Ensures efficient and effective management of the human, material and financial resources of the Directorate.
- 6) Supervises the preparation of the annual budget of the Agency.
- 7) Ensures the preparation of monthly financial reports of the Agency.
- 8) Coordinates the analysis and interpretation of financial reports.
- 9) Ensures compliance with the provisions in the financial management laws and regulations and other fiscal policies.
- 10) Provides financial advice for the development of proposals.
- 11) Supervises the implementation of financial recommendations contained in audit report.
- 12) Develops mechanism for the judicious use of funds in accordance with relevant financial regulations and directives.
- 13) Coordinates the implementation of financial control system.
- 14) Responds to audit queries on financial matters.
- 15) Supervises and appraises the performance of subordinate staff.
- 16) Oversees the organisation of meetings, conferences, workshop.
- 17) Coordinates plans to ensure the availability of resources to support the activities of the Agency.
- 18) Ensures the development and implementation of guidelines for the management of Estate, transport, logistics and the provision of services.



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- 19) Ensures the development of administrative systems of the Agency.
- 20) Ensures the preparation of the budget and work plan of the Directorate.
- 21) Ensures the preparation of annual and other periodic reports of the Directorate
- 22) Oversees the implementation of the Performance Management System within the Directorate.
- 23) Ensures the development, maintenance and update of database on suppliers
- 24) Ensures the preparation of the annual procurement plan of the Agency
- 25) Ensures the submission of annual and other periodic reports on the procurement functions to the Public Procurement Agency through the Head of Agency.
- 26) Oversees the effective management of the procurement process.
- 27) Oversees the proper stores management and Assets Disposal in accordance with laid down procedures and regulations.

QUALIFICATION AND EXPERIENCE DIRECT ENTRY

- A minimum of a Master's Degree or equivalent from an accredited tertiary institution in Accounting, Finance or Business Administration or any other related disciplines.
- Must be a member of the Chartered body or a member of a relevant professional body.
- A minimum of six (6) years post qualification relevant work experience, four (4) years of which must be in a senior management position in a reputable organisation
- Must pass a selection interview conducted by the Governing Board.

IN-SERVICE ENTRY

- A minimum of a Master's Degree or equivalent from an accredited tertiary institution in Accounting, Finance or Business Administration, any other related disciplines; a minimum of three (3) years in the grade of Principal Accountant.
- Must be a member of the Chartered body or a member of a relevant professional body.
- Must have satisfactory staff performance appraisal reports.
- Must pass a competitive selection interview conducted by the Governing Board

COMPETENCIES

- Extensive leadership, networking, monitoring and management skills.
- Excellent communication, interpersonal and presentation skills
- Very good knowledge in public financial management and labour laws and regulations
- Very good knowledge of relevant IT application
- Extensive negotiation, lobbying and conflict management skills.
- Strong analytical skills
- Good communication skills.
- Extensive knowledge and experience in administration and finance
- Extensive knowledge and experience in standards and guidelines of administrative and finance management
- Good ethical standard.



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TRAINING

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

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: 54 Kairaba Avenue, 2nd Floor, opposite US Embassy, Pipeline, The Gambia. Tel (+220) 4380632.

Deadline for submission: Time and Date; **Friday, 22 December 2023, at 12:00 Noon.**