



MEDICINES CONTROL AGENCY

54 Kairaba Avenue. Pipeline. Kanifing 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, QUALITY CONTROL AND

ANALYSIS NUMBER OF POSITIONS: ONE (1)

REPORTS TO: EXECUTIVE DIRECTOR

JOB PURPOSE

To provide technical and operational leadership in the implementation and management of laboratory services for the achievement of the mandate 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) Ensures the effective and efficient management of resources and efficient operation of the laboratories in the Directorate.
- 2) Ensures the effective and efficient implementation and management of laboratory services
- 3) Ensures the effective and efficient implementation and management of pre-shipment and post-shipment quality control testing
- 4) Provides inputs for the formulation of policies and standards of the Agency.
- 5) Ensures the development of budget, annual work plan and other periodic reports for the Directorate
- 6) Provides advice on quality issues to management.
- 7) Coordinates the implementation of programmes and activities of the Directorate.
- 8) Ensures the development and review of guidelines, processes, procedures for the management of the Directorate.
- 9) Develops performance indicators for target setting and ensuring targets are met within the Directorate.
- 10) Ensures the development and management of a comprehensive database on the programmes and activities of the Directorate.
- 11) Ensures the preparation of the budget of the Directorate.
- 12) Ensures the implementation of performance management of the Directorate.
- 13) Identifies possible areas for research and improvement.
- 14) Ensures close consultation with Directorates, officers and other stakeholders in the implementation of the programmes and activities of the Directorate.



MEDICINES CONTROL AGENCY

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

QUALIFICATION AND

EXPERIENCE DIRECT ENTRY

- A minimum of master's degree in Pharmaceutical chemistry, Chemistry, or any other related field from an accredited tertiary institution
- 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 competitive selection interview conducted by the Governing Board.

IN-SERVICE ENTRY

- A minimum of master's degree in Pharmaceutical Chemistry, Chemistry, or any other related field from an accredited tertiary institution; Or A minimum of three (3) years in the grade of Principal Regulatory Officer, Quality Control and Analysis.
- Must have satisfactory staff performance appraisal reports.

Must pass a competitive selection interview conducted by the Governing Board

COMPETENCIES

- Extensive leadership, networking, monitoring and effective management skills.
- Excellent management skills in Public Relations and Internal communication
- Very good knowledge in public financial management and labour laws and regulations
- Very good knowledge of relevant IT application
- Attention to detail.
- Extensive negotiation, lobbying and conflict management skills.
- Strong analytical skills
- Good communication skills
- Extensive knowledge and experience in medicines and related products regulation.
- Extensive knowledge and experience in Quality Control and Analysis.
- Extensive knowledge and experience in standards and guidelines of Quality Control and Analysis.
- Extensive knowledge and experience in laboratory management
- Good ethical standard.

TRAINING

- Dossier Evaluation
- Inspection
- Quality Management System
- Relevant IT Applications
- Continuous Professional Development Programmes
- Strategic and Project Management
- Organisational Development and Change Management



MEDICINES CONTROL AGENCY

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

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.**