



MEDICINES CONTROL AGENCY

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

VACANCY ANNOUNCEMENT

Applications are invited from suitably qualified Gambians for the following vacant position at the Medicines Control Agency:

Job Title: Information Technology (IT) Officer

Number of Positions: One (1)

Reports To: Senior Information Technology (IT) Officer

JOB PURPOSE

To provide operational support for the management of the Information Technology functions of the Agency.

DUTIES AND RESPONSIBILITIES

1. Collection of data for the formulation of IT policies.
2. Implementation of IT guidelines and procedures.
3. Participate in the installation, servicing, maintenance and repair of IT infrastructure and equipment of the Agency.
4. Collects data for the conduct of negotiations on IT service level agreements with service providers.
5. Provides input for development of effective and efficient IT security systems;
6. Manages the information systems.
7. Maintains and updates the website of the Agency.
8. Collection of inputs for the procurement of IT equipment and services.
9. Provision of effective user support services.
10. Collates data for the preparation of budget and work plan for the Department.
11. Collates data for the preparation of annual and other periodic reports.
12. Participates in the development and maintenance of a quality management system of the Agency.
13. Provision of inputs for the update of the website and other media platforms of the Agency.
14. Any other duty assigned.

QUALIFICATIONS AND EXPERIENCE

- A minimum of Bachelor's Degree in Computer Science, Computer Engineering, Information Technologies, Management Information System (MIS) or other related disciplines from an accredited tertiary institution.
- A minimum of two (2) years post qualification relevant work experience in a similar organisation.

Website: www.mca.gm; E-mail: info@mca.gm; Tel. No.: +2204380632



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COMPETENCIES

- Good knowledge in programming.
- Knowledge in Networking fundamentals
- Knowledge in basic Cybersecurity
- Good knowledge in laws relating to IT
- Knowledge and understanding of Public Administration System
- Leadership, Networking and Monitoring skills
- Negotiation skills
- Good Communication, Interpersonal and Presentation skills
- Good knowledge in IT applications
- Knowledge in Financial Management laws and regulations
- Knowledge in Administrative Procedures
- Good Report Writing Skills
- Conflict Management

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 clearly addressed to the: **Executive Director, Medicines Control Agency, The Gambia**. Please include “the Position You are Applying For” – (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; **Friday, 22 August 2025, at 12:00 Noon.**

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