



## **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: Internal Auditor**

**Number of Positions: One (1)**

**Reports To: Executive Director.**

### **JOB PURPOSE**

To provide technical and operational support for the effective and efficient performance of the Internal Audit functions of the Agency.

### **DUTIES AND RESPONSIBILITIES**

1. Supervises the collection of data for the formulation of policies.
2. Implements programmes and activities of the Unit.
3. Provides inputs for the development of the Agency's audit plan and risk register.
4. Collates data for the preparation of annual audit plans.
5. Complies with internal audit, financial regulations, procedures and standards.
6. Audit the processes and procedures as per provisions in the financial management laws and regulations and other fiscal policies.
7. Participate in ensuring compliance with the recommendations of Audit reports.
8. Participates in the conduct of special, periodic and annual audits.
9. Provides inputs for the preparation of budget and work plan of the Unit.
10. Provides inputs for the preparation of annual and other periodic reports.
11. Participates in the development and maintenance of a quality management system of the Agency.
12. Provision of inputs for the update of the website and update other media platforms of the Agency.
13. Any other duty assigned.

### **QUALIFICATIONS AND EXPERIENCE**

- A minimum of Bachelor's Degree in Auditing, Finance, Accounting or any other related qualification from an accredited tertiary institution with a minimum of one (1) year post qualification relevant work experience in a similar organisation.  
OR
- A minimum of Level II qualification in ACCA, CPA or CIMA from a recognised institution with a minimum of two (2) years post qualification relevant work experience in a similar organisation.
- Membership of GICA would be an added advantage.

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



## MEDICINES CONTROL AGENCY

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

---

### COMPETENCIES

- Knowledge in financial management laws, regulations and fiscal policies.
- Communication, interpersonal and presentation skills.
- Conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant ICT applications.
- Knowledge in Administrative Procedures.
- Good Report Writing 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 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.*