



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: Quality Assurance Officer

Number of Positions: One (1)

Reports to: Principal Quality Assurance Officer

JOB PURPOSE

To provide technical and operational support for the effective and efficient performance of the Quality Management System of the Agency.

DUTIES AND RESPONSIBILITIES

1. Collates data for the formulation of policies.
2. Supports the implementation, monitoring and evaluation of programmes and activities of the Unit.
3. Participate in the preparation of QMS annual audit plans.
4. Collects data for the evaluation of the effectiveness of governance and risk management systems.
5. Support the Agency's compliance with ISO standards.
6. Participate in the conduct of special and periodic QMS internal audits.
7. Support the preparation and conduct of QMS external audits exercise.
8. Support in ensuring compliance with the recommendations of QMS Audit reports.
9. Participate in preparation of the budget and work plan of the Unit.
10. Participate in the preparation of annual and other periodic reports of the Unit.
11. Support the development and maintenance of a quality management system of the Agency.
12. Conducts performance evaluations that are timely and constructive.
13. Communicates and provide feedback relating to quality management system activities to Staff.
14. Participate in the effective and efficient collaboration and coordination with the QMS focal persons.
15. Support the effective management of Corrective Action and Preventive Action (CAPA).
16. Support effective change management.
17. Support the effective management of controlled documents.
18. Support the effective management of out of specification.
19. Support the development, implementation and monitoring of the risk management plan.
20. Support the effective customer complaints management system including giving feedback where necessary.

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



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21. Participate in the implementation of an effective customer survey system.
22. Participate in the effective planning of Management Review Meetings.
23. Provision of inputs for the update of the website and update other media platforms of the Agency.
24. Any other duty assigned.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's Degree in Administration, Pharmacy, Pharmaceutical Chemistry, Chemistry, Nursing, Public Health or other related disciplines from an accredited tertiary institution.
- Relevant work experience in a similar organisation would be an added advantage.

COMPETENCIES

- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Good leadership, networking and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Ability to inspire and motivate.
- High integrity and good ethical standards
- Knowledge in relevant ICT applications.
- Good strategic management skills
- Monitoring and evaluation skills.
- 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.*

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