DRUG NATIONAL AUTHORITY

JOB VACANCIES

The **National Drug Authority (NDA)** is a government statutory body established by the National Drug Policy and Authority Act Cap 206 , Laws of Uganda (2000 Edition) to regulate human and veterinary medicines and other healthcare products. NDA's mandate is to ensure quality, safety and efficacy of human and veterinary medicines and other healthcare products.
In order to effectively fulfil its mandate, the Authority is looking for competent persons with required skills, knowledge, attitude and qualifications to fill the following positions.

1. JOB TITLE: HEAD, NATIONAL DRUG QUALITY CONTROL LABORATORY(1 POST) RE-ADVERTISED

Job Purpose

To manage and co-ordinate all operations and administration of the National Drug Quality Control Laboratory and provide overall direction while ensuring optimum performance with available resources.

Key Responsibilities

- Ensure timely quality control testing of all samples in conformity with ISO/IEC 17025 international standard and the relevant WHO guidelines.
- Ensure that the analytical results obtained accurately describe the properties of the samples assessed, permitting correct conclusions to be drawn about the quality of the samples of medicines, medical devices and public health products analyzed, and also serves as an adequate basis for any subsequent administrative and legal actions by NDA.
- Responsible for implementation of, and adherence to ISO/IEC 17025 standard, WHO Good Practices for Quality Control Laboratories and other relevant international and national standards and practices in the process of testing samples, quality management system and control of data and results so as to maintain the standards required by the WHO prequalification of the NDA laboratory and those of the accreditation body as per ISO/IEC 17025.
- Collaborate with other laboratories, regulatory and law enforcement agencies, manufacturers of pharmaceutical and other health products and the general public to foster partnership in drugs and health products quality control and assurance.
- Ensure that specifications for all required equipment, chemical reference substances, chemicals and reagents, reference books and appropriate literature for use in the department are developed and recommended for procurement.
- Ensure the safe custody of all NDA equipment, chemicals and reagents, chemical reference substances and other materials, as well as documents used in the execution of department responsibilities.
- Provide leadership to staff in the department ensuring that effective support, capacity building, performance management and motivation strategies are applied to enable delivery of effective services and results.
- Perform any other duties assigned by the supervisor from time to time

Minimum Qualifications

- Master's degree in any Pharmaceutical Science
- Bachelor's degree in Pharmacy.

OR

- Master's degree in Chemistry,
- Bachelor's degree in Pharmacy.
- A post graduate Qualification in Pharmaceutical Analysis

Minimum Experience

- Ten (10) years post qualifying experience in Quality Control and Quality Assurance of pharmaceuticals with at least eight (8) years in a senior managerial position.

Additional Requirements

- Proficiency in Quality Control testing of medicines, public health chemicals, medical devices and related products.
- Understanding of ISO/IEC 17025 standard and WHO Good Practices for Quality Control Laboratories.
- Experience in the use of computerized and automated laboratory equipment.
- Demonstrable experience setting performance targets, monitoring and appraising employee performance.
- Good understanding of national and international standards, norms and practices as they relate to drug regulation and control.
- Experience in Good Manufacturing Practice.
- Experience in product dossier assessment/evaluation.
- Proficient in MS Office computer programs (MS Word, MS Excel and MS Access).
- High integrity.
- Good judgement.

Added Advantage

- A post-graduate qualification in management.

NOTE: PERSONS WHO HAVE PREVIOUSLY APPLIED FOR THE POSITION OF HEAD, NATIONAL DRUG QUALITY CONTROL NEED NOT RE- APPLY.

2. JOB TITLE : DRUG QUALITY ANALYST/ MICROBIOLOGIST (1 POST)

Job Purpose

To ensure timely and accurate quality control testing of samples and report results.

Key Responsibilities

- Test samples in the microbiology laboratory as per approved methods.
- Compute data and generate sample analytical test reports.
- Communicate to the Supervisor/ Head of Department the results of the analyses and tests of drugs and health products with recommendations.
- Carry out analytical method validation and provide reports.
- Participate in inter-laboratory proficiency studies.
- Collaborate and provide technical assistance in support of local manufacturers of pharmaceutical and other health products to strengthen their capacity for quality control and assurance.
- Initiate procurements for all the required or necessary equipment, reference materials and books, chemicals and reagents and appropriate literature for the microbiology laboratory /unit.
- Participate in local and foreign GMP inspections to ensure compliance to universally acceptable standards whenever called upon.
- Develop and routinely review standard operating procedures for the analysis and testing of drugs and health products in the microbiology unit in line with internationally acceptable practices.
- Cooperate with other laboratories, regulatory and law enforcement agencies, manufacturers of pharmaceutical and other health products and the general public to foster partnership in drugs and health products quality control and assurance.
- Prepare specifications for chemical reference substances, chemicals and reagents, equipment and initiate procurements, evaluate bids and quotations as nominated.
- Perform any other duties assigned by the supervisor/ management from time to time.

Minimum Qualifications

- An honors Bachelor of Science degree in Microbiology or Pharmacy
- Proficiency in microbiological testing of medicines and/ or biologicals.

Minimum Experience

- At least 5 years' experience in microbiological testing of medicines and/ or biologicals.
- Good Knowledge of ISO 17025 requirements.

Additional Requirements

- Registration with relevant professional bodies
- High integrity and professionalism
- Good report writing skills
- Proficiency in MS Office computer programs (MS word, Excel and MS Access, Internet)
- Good analytical , reporting and communication skills
- Team player
- Works with minimum supervision
- Good judgment.
- Knowledge of regional and international practices of laboratory product quality control and assurance.

3. JOB TITLE: SENIOR LEGAL OFFICER (1 POST)

Job Purpose:

To provide legal advisory services to the staff in respect to compliance with the National Drug Policy and Authority Act and other laws of Uganda.

Key Responsibilities

- Assess NDAs litigation risks and implement an effective litigation risk management strategy.
- Managing the course of litigation to minimize legal costs and organisational exposure to litigation.
- Resolving contractual disputes.
- Coordinate with the appropriate agencies to ensure effective implementation of the Act.
- Represent NDA in Courts of Law.
- Provide leadership to the supervised staff, manage their performance, identify their training and development needs, and develop their capacity to ensure they are competent to deliver effective services and results.
- Supervise and monitor the performance of outsourced law firms handling cases on behalf of NDA.
- Prepare departmental budgets, work plans and reports
- Perform any other duties assigned by the supervisor from time to time

Minimum Qualifications;

- An honor's Bachelor's Degree in Law (LLB) from a recognized University.
- Post Graduate Diploma in Legal Practice from Law Development Centre.

Minimum Experience:

- At least 5 years' experience in a legal practice with 3 years in a senior position
- Demonstrable experience in managing and conducting a variety of litigation matters.

Additional Requirements

- Enrolled advocate of the High Court and authorized to practice law in the country.
- Membership to relevant professional bodies
- High integrity and professionalism
- Demonstrable experience setting performance targets, monitoring and appraising employee performance
- Strong interpersonal skills
- Effective communication and negotiation skills
- Ability to make independent decisions.

Added Advantage

- Master's degree in Law(LLM)
- Training in management
- Experience dealing with regulatory matters
- Knowledge of the laws governing regional and international drug regulatory practices.
- Knowledge of Laws governing NDA.

4. JOB TITLE: LEGAL OFFICER (1 POST)

Job Purpose:

- To provide legal advisory services and counsel to NDA

Key Responsibilities

- Provide legal advice in respect of compliance with the National Drug Policy and Authority Act
- Guide and provide legal advice to staff in other departments on the operationalization of the NDP/ A Act.
- Provide advice in respect of other legal corporate matters and ensuring compliance with any other Laws of Uganda.
- Provide input in the development and implementation of enforcement and investigation procedures.
- Participate in the review of existing legislation governing the operations of NDA and advise on areas for amendment.
- Drafting legal documents and other legal correspondences.
- Perform any other duties assigned by the supervisor from time to time.

Minimum Qualifications;

- An honor's Bachelor's Degree in Law (LLB) from a recognized University.
- Post Graduate Diploma in Legal Practice from Law Development Centre.

Minimum Experience:

- At least three (3)years' experience in a similar position in a reputable organization

Additional Requirements

- Good analytical, reporting and communication skills.
- .High personal integrity
- Good interpersonal skills

Added Advantage

- Excellent Legal drafting skills.
- Knowledge of the Laws of Uganda.
- Knowledge of the Laws governing NDA.
- Basic knowledge of Laws governing regional and international regulatory practices.

5. JOB TITLE : INSPECTOR OF DRUGS (4 POSTS)

Job Purpose:

To conduct inspections of drug outlets dealing in the manufacture, handling, importation and distribution of drugs and other healthcare products for compliance to the National Drug Policy Act.

Key Responsibilities

- Inspect pharmaceutical manufacturing facilities within the country and abroad for compliance with Good Manufacturing Practices and report on finding with recommendations
- Inspect premises and facilities that distribute, dispense or keep custody of drugs and other health care products for suitability.
- Mobilize other stakeholders ,law enforcement agencies and professional bodies to that participate in inspection
- Inspection of imported and exported drugs
- Conduct post market surveillance to verify consistency of standards of practice and quality of drugs on the market
- Carry out sampling of medicines from the market and liaise with the national drug Quality Control Laboratory for analysis
- Conduct intelligence gathering about illicit drug dealers
- Apprehend offenders and confiscate or impound drugs and other health care products suspected to be in contravention of the standards
- Perform any other duties assigned by the supervisor from time to time

Minimum Qualifications

- An honor's Bachelor's degree in Pharmacy from a recognized Institution.
- Registered and an active member of the Pharmaceutical Society Of Uganda

Minimum Experience

- At least two (2) years' experience in a reputable pharmaceutical establishment or regulatory institution

Additional Requirements

- Proficiency in computer applications especially Ms office packages
- High Integrity
- Attention to detail
- Ability and willingness to participate in field activities, frequently; and sometimes beyond normal working hours
- Good presentation skills

6. JOB TITLE: DRUG ASSESSMENT AND REGISTRATION OFFICER (4 POSTS)

Job Purpose:

To assess, evaluate and recommend for approval or disapproval of applications for registration of drugs.

Key Responsibilities:

- Carry out technical assessment and evaluation of drug registration dossiers
- Participate in the development of regulations and procedures of drug registration
- Implement quality management systems regarding drug assessment and registration in line with NDA quality management systems
- Assist in drafting guidelines and procedures for drug registration within a Ugandan and Regional context ensuring compliance with WHO standards
- Develop and maintain computerized database for registration applications and registered drugs
- Ensure safe custody of applicants' confidential information
- Perform any other duties assigned by the supervisor from time to time

Minimum Qualifications

- An honor's Bachelor's degree in Pharmacy.
- Registered and an active member of relevant professional bodies in Uganda

Minimum Experience

- Experience in a reputable pharmaceutical or regulatory institution is an added advantage

Additional Requirements

- Knowledge of computer applications especially Ms office packages
- High Integrity
- Attention to detail
- Ability and willingness to participate in field activities, frequently; and sometimes beyond normal working hours
- Good analytical and presentation skills
- Ability to work under minimum supervision

APPLICATION PROCEDURE

Interested applicants who meet the specified requirements should submit their signed application letters and copies of academic qualifications and certificates, a detailed CV including telephone and e-mail contacts of three (3) work related referees; to e-mail: **hr@nda.or.ug** or deliver them to NDA head office in properly sealed envelopes indicating the position applied for on the left hand top corner of the envelope.

Applications should be addressed to the: **Executive Director, National Drug Authority, Plot 46-48 Lumumba Avenue, P.O Box 23096, Kampala**

Only shortlisted candidates shall be contacted.
Closing Date: 31 May 2016

National Drug Authority is an equal Opportunity Employer.