JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Scientific Officer
JOB GRADE:	PMG/PHS 6
DEPARTMENT:	Pharmaceutical and Regulatory Affairs
REPORTS TO:	Director, Pharmaceutical and Regulatory Affairs
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below

Employee	Date
Head of Department/Division	Date
Date received in Human Resource Division	Date created/revised

JOB PURPOSE

Responsible for drug registration as specified by the Food and Drugs Act and Regulations 1964 and the Pharmacy Act 1966.

KEY OUTPUTS

1. Only products (drugs including phytomedicinals, foods, cosmetics, devices of acceptable quality, safety and efficacy are offered for public use/consumption whether in humans or animals approved drugs

2. Safe products

3. Technical data supplied by manufacturers evaluated to determine whether clinical claims made are scientifically supported

4. Authentic pharmaceuticals / products available for public use

KEY RESPONSIBILITY AREAS

1. Receives technical data from drug manufacturers/local representatives and ensures that submission is in accordance with registration requirements.

2. Appraises and evaluates technical data submitted by manufacturers/local representatives of drugs, cosmetics, foods and devices to determine whether the clinical claims made are scientifically supported and ensures its authenticity thereby rendering the product acceptable as deemed by established standards.

3. Participates as a member of the Product Registration Committee and communicates findings regarding the above to the Committee for decision-making.

4. Provides consultation for representatives from the Industry locally, regionally and internationally regarding regulatory matters on registration, sale, distribution of drugs and other products.

5. Prepares licenses for submission to the Director of Standards and Regulation for approval. Advise clients of results.

6. Liaises with the Government Chemist regarding validation of analytical reports in respect of applications for registration of drugs and other products.

7. Liaises with Chief Drug Inspector regarding the granting of licenses to manufacture pharmaceuticals to local manufacturers.

8. Maintains drug registration records

9. Represents the Ministry of Health at conferences, seminars on Pharmaceutical and Regulatory Affairs as requested.

10. Presents talks on drug regulatory matters as well as clinical presentations to professional bodies when requested.

11. Coordinates the activities of the pharmacy internship programme on behalf of the Ministry of Health.

12. Performs other related duties as assigned by the Director, Pharmaceutical and Regulatory and Affairs Department

PERFORMANCE STANDARDS

1. Drugs introduced into the market meet established standards of quality, safety and efficacy.

2. Consultation is provided for all drug manufacturers/ local representatives and other relevant organizations with regards to regulatory matters on drug registration

REQUIRED COMPETENCIES

Critical Functional/Technical Competencies	Level
Sound knowledge of Government's national health policies	2
Knowledge of laws, regulations and rules governing/impacting on the health sector	2
Knowledge of trends in both public and private health sectors	2
Knowledge of international regulatory framework and practices	2
Sound knowledge of Management Principles and Practices	2
Broad based knowledge of traditional and non-traditional technologies deployed in the health care industry	2
Knowledge of principles governing health regulations	2

Critical Core Competencies	Level
Oral communication	2
Written communication skills	2
problem solving skills	2
Interpersonal skills	2
Ability to display high level of compliance	2
Time management skills	2
Initiative	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- B.Sc Degree in Pharmacy
- Licensure as a Pharmacist with Pharmacy Council
- A minimum of seven (7) experience as a pharmacist in the public healthcare system
- Knowledge of Pharmacy Theory and Practice Techniques involved in the operation of a national pharmaceutical programme
- In depth knowledge of the regulatory framework related to the practice of pharmacy
- Knowledge of the National Health Policies
- Knowledge of management principles and practices

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Exposure to highly confidential and sensitive information

AUTHORITY

- To refute clinical claims made by drug manufacturers/ local representatives
- To make recommendations to the Product Registration Committee
- To recommend that drug licences be revoked