

# DRUG



## VACANCIES

The National Drug Authority (NDA) is an autonomous body which was 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 through the regulation and control of their production, importation, distribution and use.

In order to effectively fulfill its mandate, the Authority is looking for competent persons with required skills attitude and qualifications to fill the following positions.

### **1. Head Regional Offices and In-Charge of greater Kampala**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Inspectorate Services and Enforcement
<b>Reports to:</b>	Director Inspectorate and Enforcement
<b>Salary Scale:</b>	NDA C
<b>Direct reports:</b>	Manager Regional Office (7)
<b>Location:</b>	Central Regional Office- Nakawa

**Job purpose:**

- To be responsible for the coordination, administration and efficient functioning of all NDA regional offices / branches including their operations, security and safety in accordance with NDA's strategic objectives.
- In charge of the regulation of all pharmacies and drug outlets within greater Kampala in accordance with NDA regulatory standards.

**Duties and Responsibilities:**

- Provides leadership, on policy, regulatory and operational direction regarding Product regulation and safety; delegates day to day operations to Regional Managers.
- Understand NDA's strategic direction and manage the Regions performance to key performance metrics
- To ensure that greater Kampala and all Regions focus on Safety, Quality, and Efficacy;
- To manage & coordinate inspection of Pharmacy and Drug outlet premises for issuance of certificates of suitability and licenses
- To develop and implement strategies for institutionalization of best regulatory operational practices in accordance with NDA's core values and rules
- To coordinate the development of the budget for the Regions and ensure effective budget management with the objective of cost saving
- To participate in quarterly and annual performance/management review meetings and report on progress on planned activities and guide management decisions for continual improvement.
- To ensure stakeholders, pharmaceutical service providers and the general public receive the right information on pharmaceutical products.
- Co-ordinate with local Governments to increase the NDA's visibility and to enhance new and existing collaboration opportunities
- Work to ensure that NDA is delivering an excellent client experience.
- To collaborate with other Departments and Directorates in furtherance of the vision, mission, goals and strategic objectives of NDA
- To supervise field operations, evaluate and manage the resources and processes required for the successful completion of such operations.

- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### **Education:**

- Minimum of a Bachelor's degree in Pharmacy, Veterinary and Master's degree in Pharmacy, Public Health, Pharmaceutical Sciences, Business Administration,
- Post graduate diploma in management (for those with only science degrees).  
Registration with relevant professional body is a must

### **Experience**

- Minimum of ten (10) years relevant working experience
- Minimum of five ( 5) years as a manager or at Senior Management Level

### **Key Competencies**

- This position requires risk analysis, critical thinking and the ability to provide solutions to the benefit of NDA Regional Offices.
- Excellent problem solving skills are required
- Proficiency in computer applications especially MS office packages and good presentation skills.
- High Integrity and attention to detail
- Ability and willingness to participate in field activities, frequently; and sometimes beyond normal working hours.
- People Management skills

## **2. Head Enforcement**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Inspectorate Services and Enforcement
<b>Reports to:</b>	Director Inspectorate and Enforcement
<b>Direct reports:</b>	Regulatory Officers
<b>Salary Scale:</b>	NDA C
<b>Location:</b>	Head Office

### **Job Purpose:**

To ensure compliance to the National drug policy and Authority Act.

### **Duties and Responsibilities:**

- To conduct investigations and enforcement activities.
- Carry out investigations in the following but not limited to:
  - i. advertising of prescription only medicines to the public
  - ii. the production and distribution of falsified pharmaceutical products
  - iii. Un authorised importation and diversion of pharmaceutical products from and into legal distribution networks
  - iv. false or misleading pharmaceutical claims for unlicensed products
- To recommend withdrawal of licenses of offenders and document cases for prosecution.
- To plan and collaborate with other institutions regarding the enforcement of relevant legislation and regulations
- To lead and supervise enforcement operations in compliance with NDA regulatory standards.
- To partner and work with relevant stakeholders to build intelligence on illegal activities in the pharmaceutical sector.
- To provide reports and advise the Director on all matters pertaining to enforcement
- To work and partner with the Manager Public Relations and Communications to sensitize the pharmaceutical sector and general public on matters of pharmaceutical regulation and compliance respectively.
- To work with other Directorates to develop an online database for educating and informing the general public on all illicit, falsified and counterfeit medicines and products
- To develop guidelines, manuals and standard operating procedures (SOPs) for the department.
- Collaborate with Local Government Authorities to ensure compliance with NDA Act.
- Provide leadership to staff in the unit by ensuring effective support, capacity building, performance management and motivation strategies are applied to enable delivery of effective services and results
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### **Education:**

- Minimum of a Bachelor's and Master's degree in Pharmacy, Pharmaceutical Sciences, Law, Veterinary, Medicine
- Diploma in Law/Criminal Justice except those with a Degree in Law.
- Registration with relevant professional body is a must

### **Experience**

- Minimum of ten (10) years relevant working experience
- Minimum of five ( 5) years as a manager or at Senior Management Level

### **Key Competencies**

- Strong understanding of Criminal Law.
- Good communication and interpersonal skills;
- Strong understanding of the Uganda context of pharmaceutical supply and distribution channels.
- High degree of integrity

## **3. Manager Regional Office**

**Vacancies:** Three (3)

**Directorate:** Inspectorate Services and Enforcement

**Reports to:** Head Regional Office

**Direct Reports:** Finance & Administration Officer, Regulatory Officers, Inspectors, Drivers, and Admin and Stores Assistant.

**Salary scale:** NDA D

**Location:** Regional offices

### **Job Purpose:**

Implement the NDA regulatory functions in the region working collaboratively with the regional multi-functional teams and external stakeholders

### **Duties and Responsibilities:**

- Plan and coordinate all operations of the region regarding Pharmaceutical regulation in line with approved NDA strategic and business plans.

- Manage and coordinate inspection of all premises for issue of certificates of suitability and licenses.
- Take action to curb all illegal activities in the region (liaise with the enforcement department as required).
- Sensitize stakeholders on the NDP/A Act, regulations and guidelines through workshops, seminars and radio talk-shows.
- Ensure proper, efficient and effective utilization of NDA resources in accordance with laid down procedures within the region.
- Supervise and manage all operations in the region.
- Provide leadership to staff in the regional office by ensuring effective support, capacity building, performance management and motivation strategies are applied to enable delivery of effective services and results
- Prepare annual budgets and work-plan for the regional office
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

#### **Education:**

- Minimum of a Bachelor's and Master's degree in Pharmacy, Health Sciences, Pharmaceutical Sciences, Regulatory Sciences, Public Health
- Registration with relevant professional body is a must.

#### **Experience**

- Minimum of eight (8) years relevant working experience in regulation
- Minimum of 5 years' experience in supervisory role.

#### **Key Competencies**

- Strong understanding of the pharmaceutical regulatory legal framework.
- Good interpersonal and communication skills;
- Good working knowledge of ICT applications
- High degree of integrity
- Ability and willingness to participate in field activities, frequently; and sometimes beyond normal working hours
- Good presentation skills

## 4. Regulatory Officer - Enforcement

<b>Vacancies:</b>	<b>Seven (7)</b>
<b>Directorate:</b>	Inspectorate Services and Enforcement
<b>Reports to:</b>	Head Enforcement
<b>Direct reports:</b>	N/A
<b>Salary Scale:</b>	NDA F
<b>Location:</b>	Head Office and Regional Offices

### Job Purpose:

- To participate in enforcement function of NDA as laid down in the NDA Act Cap.206

### Duties and Responsibilities:

- To conduct compliance inspections and conduct enforcement against violators of the NDP Act.
- To confiscate and remove for further assessment and or other action, pharmaceuticals suspected to be in contravention of the regulation.
- To participate in the development of guidelines, manuals and standard operating procedures (SOPs) for the department
- To make reports on compliance and submit them to the supervisor together with recommendations for enforcement
- Provide regulatory reviews of client complaints and feedback.
- To participate in preparation of charge sheets as may be required
- Conduct intelligence gathering about illicit drug dealers / outlets.
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### Education:

- Minimum of a Bachelor's degree in Pharmacy, Veterinary, Medicine, Dental surgery, Biomedical sciences, or Law + Diploma in Pharmacy from a recognized Institution

### Experience

- Minimum of three (3) years working experience in a reputable pharmaceutical establishment.
- Experience in regulatory affairs is an advantage

### **Key Competencies**

- Proficiency in computer applications especially MS office packages
- High level of Integrity
- Keen attention to detail.
- Good communication and interpersonal skills

## **5. Regulatory Officer**

<b>Vacancies:</b>	<b>Three (3)</b>
<b>Directorate:</b>	Inspectorate and Enforcement
<b>Reports to:</b>	Managers or Principal Regulatory Officers
<b>Direct Reports:</b>	N/A
<b>Salary Scale:</b>	NDA F
<b>Location:</b>	Head Office and Regional Offices

### **Job purpose:**

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

### **Duties and Responsibilities:**

#### a) Pharmacists:

- To inspect pharmaceutical and manufacturing facilities within the country and abroad for compliance with Good manufacturing Practices and report on findings with recommendations.
- To inspect premises and facilities that distribute, dispense or keep custody of pharmaceutical and other health care products for suitability.
- To facilitate importation and exportation of pharmaceutical and health care products by inspecting drug consignments and collaborating with other customs agencies and agents.



- To contribute to the implementation and continuous improvement of registration and assessment, inspection and licensing processes.
- To prepare status reports on licenses, permits, imports and exports of pharmaceutical products and medical devices
- To verify documents for importation and exportation of pharmaceuticals, public health products and health devices to ensure compliance with NDA requirements.
- To conduct post marketing surveillance of medicines, herbal medicines, traditional medicines and public health products to verify consistency of product standards and submit samples to Quality Control Laboratory for analysis.
- To undertake investigations into consumer pharmaceutical product, licensing and inspection related complaints.
- To provide information to the public pertaining to regulation of pharmaceutical products
- To develop and maintain good relations with clients
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

b) Others

- To contribute to the implementation and continuous improvement of registration and assessment, inspection and licensing processes.
- To prepare status reports on licenses, permits, imports and exports of pharmaceutical products and medical devices
- To verify documents for importation and exportation of pharmaceuticals, public health products and health devices to ensure compliance with NDA requirements.
- To coordinate destruction of unfit, substandard drugs and healthcare products, toxic, damaged, or misbranded items.
- To conduct post marketing surveillance of medicines, herbal medicines, traditional medicines and public health products to verify consistency of product standards and submit samples to Quality Control Laboratory for analysis.
- To undertake investigations into consumer pharmaceutical product, licensing and inspection related complaints.
- To develop and maintain good relations with clients
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

**Education:**

- Minimum of a Bachelor's degree in Pharmacy, Veterinary, Medicine, Dental surgery, Biomedical sciences, or Law + Diploma in Pharmacy from a recognized Institution

**Experience**

- Minimum of three (3) years working experience in a reputable pharmaceutical establishment.
- Experience in regulatory affairs is an advantage

**Key Competencies**

- Proficiency in computer applications especially MS office packages
- High level of Integrity
- Keen attention to detail.
- Good communication and interpersonal skills

**7. Principal Regulatory Officer - Medicines**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Product Safety
<b>Reports to:</b>	Director Product Safety
<b>Direct reports:</b>	Regulatory Officer
<b>Salary Scale:</b>	NDA E
<b>Location:</b>	Head Office

**Job purpose:**

To ensure that drug-related information is disseminated to ensure appropriate use of medicines in accordance with the NDA Act

**Duties and Responsibilities:**

- Collect and coordinate drug-related information and disseminate to relevant stakeholders

- Ensure that drug promotional materials are vetted, approved and monitored to avoid dissemination of misleading, biased and inaccurate information on medicines
- Provide all relevant drug-related information for purposes of updating NDA's website.
- Manage the operations of a Call center.
- To sensitize the public on drug and substance abuse.
- Maintains working knowledge of regulatory changes for medicines and public healthcare products through guidelines, articles, writings and courses.
- To coordinate the reviewing of Standard Operating Procedures, guidelines, regulations related to medicines information.
- Supervise and develop the staff under their direct supervision
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

#### **Education:**

Minimum of a Bachelor's degree in Pharmacy, Human Medicine, Veterinary Medicine

#### **Experience**

- Minimum of eight (8) years relevant working experience in regulation
- Minimum of 5 years' experience in relevant scientific area.

#### **Key Competencies**

- Extensive experience with clinical research sciences, regulatory affairs
- Good interpersonal and communication skills
- Good working knowledge of ICT applications.
- High degree of integrity

## **8. Principal Monitoring and Evaluation Officer**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Manager Business Development
<b>Direct Reports:</b>	N/A
<b>Salary scale:</b>	NDA E
<b>Location:</b>	Head Office

#### **Job purpose:**

To lead and provide technical support in the design, implementation and review of NDA monitoring and evaluation activities. Specifically the Principle M&E Officer shall be responsible for compiling, analyzing and interpreting data across NDA in order to track performance and delivery of set targets.

### **Duties and Responsibilities:**

- To develop, design and implement an M&E system, guidelines, manuals and standard operating procedures for the section
- To develop entity wide monitoring and evaluation indicators, and ensure that all Directorates, Departments and units, submit regular, structured performance monitoring reports for analysis to facilitate management review and decision making
- To monitor the implementation of NDA's strategic plan, Annual work plans and projects at all levels
- Undertake Data Quality Audits to provide in-depth assessment of data quality reported by the Directorates, Departments and units and implement action plan in collaboration with them for corrective measures on identified gaps during the Data Quality Audits.
- Conduct On-site Data Verification using standardized tools to provide overall picture/statement on quality of important programmatic results and develop and implement action plan in collaboration with the relevant stakeholders for corrective measures on identified gaps during the On-site data verification.
- Prepare monthly, quarterly, annual as well as mid-term Activity / plan /programme performance monitoring reports that contains summary data, reviewing overall performance against targets and making overall recommendations.
- Lead on annual work plan performance reviews and planning workshops and assist the Secretary to the Authority in preparing and presenting relevant Authority level reports for external stakeholders
- Participate in evaluation, reviews, survey, surveillance or activities focusing on the overall NDA performance tracking, measurement and reporting.
- Manage monitoring and evaluation data, including creation of databases and, data cleaning
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### **Education:**

Minimum of a Bachelor's degree in Economics, Statistics, Business Administration

Relevant qualifications / Certificate in Monitoring and Evaluation

### **Experience**

- Minimum of eight (8) years relevant working experience
- Minimum of 5 years' experience in Monitoring and Evaluation.

### **Key Competencies**

- Good interpersonal and communication skills; good working knowledge of ICT applications
- Plans, coordinates and organises workload while remaining aware of changing Priorities and competing deadlines
- In-depth knowledge on M&E and regulatory issues
- Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change.

## **9. Risk Management Officer**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Manager Business Development
<b>Direct Reports:</b>	N/A
<b>Salary Scale:</b>	NDA F
<b>Location:</b>	Head Office

### **Job purpose:**

Responsible for the identification and management of risks to minimize negative impact to strategy delivery; undertake the risk function on behalf of the NDA and ensure enterprise wide risk management as a key to enable achieving the business objectives of the NDA

**Duties and Responsibilities:**

- Develop and update the NDA risk matrix, maintain and implement the risk management plan in consultation with management.
- Manage the process of identifying and assessing the risks affecting NDA in order to develop risk mitigation, adequately plan risk responses and monitoring strategies for the critical risks.
- Establish Enterprise Risk Management (ERM) objectives for NDA in order to ensure integration with the corporate strategy and facilitate the use of appropriate ERM methodologies, tools and techniques to ensure effective risk management.
- Ensure appropriate risk reporting to the Management team and prepare the Risk management system and framework.
- Conduct regular risk management training in order to increase risk awareness across NDA.
- Develop and ensure compliance with, including regular review of the Risk Policy in order to have relevant and up-to-date Risk Policies and ensure an effective risk management framework.
- Prepare and develop the NDA risk strategy and regularly identify, analyze and classify risks and obtain mitigating responses / actions.
- Execute the risk response strategies through collaborative working with relevant stakeholders.
- Carry out planned and ad-hoc risk reviews on designated projects and make recommendations for corrective actions.
- Ensure that effective risk management strategies and processes are embedded within the NDA's day to day activities and ensure that NDA complies with both outside regulatory requirements and its own internal policies.
- Follow up and co-ordinate preparation and implementation of action plans for Audit findings in liaison with the relevant stakeholders
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

## **Education**

Minimum of a Bachelor's degree in Commerce, Economics, Finance or Statistics from a reputable institution

## **Minimum Experience**

- At least three (3) years working experience in risk management/ control, compliance, audit in a reputable organization\

## **Key Competencies**

- IT literacy and Computer software applications skills, MS applications
- Proactive and independent
- Concern for precision and rigor
- Analytical and reliable
- Flexible and stress resistant
- Ability to organize and prioritize

## **10. Fleet Management Officer**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Head Human Resource and Administration
<b>Direct reports:</b>	Drivers
<b>Salary scale:</b>	NDA F
<b>Location:</b>	Head Office

### **Job purpose:**

To oversee the fleet at NDA Head Office and in the Regions and ensure that all vehicles and equipment in the fleet are properly maintained, registered, licensed, tested and, to the extent appropriate, operated in accordance with the Traffic and Road Safety Act.

### **Duties and Responsibilities:**

- Develop fleet standard operating procedures, policies and guidelines for the Secretariat
- Develops driver and transport safety programs and ensure safe driving practices of NDA transport staff

- Ensure preventive maintenance programs are carried out as per schedule and monitor post repair performance.
- To prepare and maintain motor vehicle records inclusive insurance matters.
- To prepare reports relating to motor vehicle fuel consumption, maintenance and any other related reports
- Ensure all vehicle operation policies and systems are up to date and enforced within field operations
- To advise on specifications prior to purchase of motor vehicle
- To prepare motor vehicle schedules and supervise their control transfer and movement of vehicles between regional locations as required by operations
- Supervise and ensure timely repair and servicing of vehicles in order to minimize downtime.
- Facilitates contracting of all services relating to transport within the Authority
- Assist in the recruitment, training and assessment of drivers.
- Manage the performance and development of drivers and, provide effective leadership and ensure support through motivation and other strategies to enable effective delivery of services.
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### **Education**

Minimum of a Bachelor's degree specializing in transport, logistics

### **Minimum Experience**

- At least Three (3) years working experience in fleet management in a reputable organisation

### **Key Competencies**

- Good supervisory skills
- Excellent knowledge of fleet management
- Good communication and interpersonal skills
- Computer knowledge in MS applications
- Self-confidence, high integrity and patience.



## 11. Accountant

<b>Vacancies:</b>	<b>Two (2)</b>
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Head Finance
<b>Direct reports:</b>	N/A
<b>Salary scale:</b>	NDA F
<b>Location:</b>	Head Office

### **Job purpose:**

Proper capturing of financial data, through adherence to accounting systems and procedures to enable production of reliable financial reports.

### **Duties and Responsibilities:**

- Processing payment vouchers and ensuring all payments are in line with the budget and approved plans;
- Responsible for receipting and invoicing NDA clients in a timely manner;
- Providing input to cash flow forecasts by reporting on NDA revenue on a weekly basis;
- Prepare bank reconciliations;
- Provide support to the quarterly and annual verification of assets and store's Inventory;
- Prepare the payroll and ensure salaries are paid in accordance to staff terms and conditions of service;
- Timely retirement of all staff/regional accountabilities and providing monthly reports of unaccounted for funds;
- Raise journal vouchers to correct errors where applicable;
- Advise clients on the fee structure and amounts payable for the different NDA services
- Responsible for safe custody of all financial documents in their possession.
- Perform any other duties that may be assigned from time to time by the Head Finance

### **Education:**

- Minimum of a Bachelor's degree with a major in Accounting or Finance
- Registered member of CPA / ACCA

### **Experience**

- A minimum of three (3) years working experience in a related job in a reputable organization

### **Key Competencies**

- High sense of integrity and professionalism.
- Great attention to detail
- A strong team player
- Excellent communication and interpersonal skills.
- Computer literacy and proficiency in major accounting packages preferably NAVISION and Microsoft Office (Excel

## **12. Management Information System Officer**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Head ICT
<b>Direct reports:</b>	N/A
<b>Salary scale:</b>	NDA F
<b>Location:</b>	Head Office

### **Job purpose:**

To oversee, manage, and be accountable for and own the operations and business-as-usual (BAU) activities of the ICT department

### **Duties and Responsibilities:**

- To Provide day to day IT support and maintenance of key IT infrastructure
- To manage IT and computer systems including budgets and expenditure
- To maintain automated registers
- To maintain the Secretariat's Website
- To maintain current and accurate inventory of technology hardware, software resources
- To maintain a log of required repairs and maintenances
- To develop and implement policies and procedure for electronic data processing

- To develop standards, guidelines, and procedures for system development, and management
- To perform regular backups of Secretariat's Registers
- To ensure backup and recovery procedures and plans are in place and regularly updated
- To provide individual training and IT support to all Authority staff.
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### **Education**

Minimum of a Bachelor's degree in Computer Science, IT, Computer Technology, Software Engineering

### **Minimum Experience**

- At least one (1) year working experience in Management Information System in a reputable organization.
- Knowledge of: Programming languages and operating systems; current equipment and technologies in use e.g. virtualization, storage systems; UNIX/Linux system administration, enterprise backup and recovery procedures, and system performance monitoring tools.
- Ability to: plan, organize and document complex system design activities and to configure systems to be consistent with institutional policies/procedures; communicate technical/complex information both verbally and in writing; establish and maintain cooperation, understanding, trust and credibility; perform multiple tasks concurrently and respond to emergency situations effectively.

### **Key Competencies**

- IT literacy and Computer software applications skill.

## **13. Administrative Assistant**

<b>Vacancies:</b>	<b>Eight (8)</b>
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Manager Administration
<b>Salary scale:</b>	NDA G

**Location:** Head Office

**Job purpose:**

To provide secretarial and administrative services NDA Departments

**Duties and Responsibilities:**

- Carry out general secretarial duties including minute taking, and circulating/follow up on relevant action.
- Organize and maintain the office diary of schedules and make arrangements for meetings.
- Maintain oral communication with visitors, and all members of the department and the stakeholders when requested and authorized by the responsible officer.
- Maintain filing systems for incoming and out-going mails of both confidential and routine correspondence.
- Maintaining proper storage and safety of Administrative files to ensure that documents are rightly arranged filed and are without errors.
- Draft correspondence as required by the supervisor.
- Carry out any other official duties assigned by the Supervisor.

**Education**

EITHER: Bachelor's Degree in in Social Sciences, Business Administration, Human Resource Management, Public Administration, Office Management from a recognized Institution with 3 years' experience in the similar job.

OR: Diploma in Secretarial Studies, Office Management or closely related field from a recognized Institution with 5 years' experience in the similar job.

Essential: Office Management skills, Proficiency in Microsoft Office Applications.

Desirable: Excellent command of both written and spoken English with good interpersonal skills.

**Key Competencies**

- Excellent People Skills
- Self-driven
- Excellent communication, analytical, organisational and technical skills

- Ability to work with minimum supervision.
- Confidentiality, interpersonal skills and integrity.

## **14. Front Office Assistant**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Manager Administration
<b>Salary scale:</b>	NDA H
<b>Location:</b>	Head Office

### **Job Purpose:**

To manage the front office of NDA in a way that portrays a positive image of the Authority.

### **Duties and Responsibilities:**

- Receive clients and direct them to the appropriate offices for the service needed.
- Keep an accurate record of office visitors by recording their particulars.
- Receive inquires and respond to the clients' need.
- Receive and direct telephone calls both external and internal from extensions to appropriate destinations.
- Issue brochure and information guides of NDA to the clients and potential clients.
- Provide clients with relevant forms and detailed procedures and where necessary assist them to complete the forms and to follow the prescribed procedure.
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### **Education**

Minimum of a Bachelor's degree in in Social Sciences, Public Administration or Office Management from a recognized Institution with 3 years' experience in the similar job.

### **Key Competencies**

- Excellent command of both written and spoken English with good interpersonal skills.
- Excellent People Skills
- Self-driven

- Proficiency in Microsoft Office Applications.
- Office Management skills,
- Excellent communication, analytical, organisational and technical skills
- Ability to work with minimum supervision.
- Confidentiality, interpersonal skills and integrity.
- Computer skills in Ms word, Excel

## 15.Driver

<b>Vacancies:</b>	<b>Five (5)</b>
<b>Department:</b>	Corporate Services
<b>Reports to:</b>	Senior Officer Fleet Management
<b>Direct reports:</b>	N/A
<b>Salary scale:</b>	NDA H
<b>Location:</b>	Head Office and Regional Offices

### Job Purpose:

- To drive and maintain assigned NDA vehicle

### Duties and Responsibilities:

- Drives Authority vehicle for official travel and business as assigned both in and outside Kampala
- Ensures the vehicle assigned is maintained in a good running condition, clean and maintains a high standard of service to vehicle occupants
- Maintains a vehicle movement log: daily mileage, fuel consumption, oil changes etc
- Ensures the vehicle is kept secure and performs regular/day-to-day maintenance checks: oil, water, battery, tyres etc
- Maintains a vehicle service log and advises the Supervisor when the vehicle is due for service
- Reports any defects to the Supervisor and in case of an accident, reports immediately to the Supervisor and the Police
- Ensures vehicle has necessary accessories including a spare tyre and that these are kept safely at all times.
- Ensures vehicle insurance is valid/ updated at all times,

- Ensures punctual and safe transport services while observing road and traffic laws and regulations
- Performs any other duties as may be assigned from time to time by the Supervisor

### **Person Specifications**

#### **Education:**

- Minimum of a UCE certificate, with passes in English and Mathematics
- Clean and valid driving permit for classes B, DL and CM
- A certificate in defensive driving is an added advantage

#### **Experience:**

- At least five (5) years of clean sustained driving experience

#### **Key Competencies:**

- Good communication and interpersonal skills;
- Working knowledge of English
- Self-confidence
- High integrity and patience.
- Basic knowledge of vehicle mechanics

## **16. Director Laboratory Services**

**Vacancies:** One (1)

**Department:** Directorate of Laboratory Services

**Reports to:** Secretary to the Authority

**Direct reports:** Manager Medicines, Manager Medical Devices,  
Manager Laboratory Quality Management Systems

**Salary scale:** NDA B

**Location:** National Drug Quality Control Laboratory-Mulago.

#### **Job Purpose:**

- To manage and co-ordinate all operations and administration of the Directorate of Laboratory Services and provide overall direction while ensuring that regulated products are correctly analyzed to enable NDA make evidence-based decisions.

- To ensure timely quality control testing of all samples in conformity with ISO/IEC 17025 international standard and the relevant WHO guidelines

#### **Duties and Responsibilities:**

- To coordinate the development of the Directorate's annual budget and ensure effective budget management with the objective of ensuring value for money.
- Collaborate with other Directorates in furtherance of vision, mission, goals and strategic objectives of NDA.
- Engage relevant stakeholders, identifying opportunities for synergy and developing the structures for collaboration.
- Manage the performance and development of staff in the directorate, provide effective leadership and ensure support through motivation and other strategies to enable effective delivery of services.
- To organize resources required for timely analysis of regulated products and ensure release of accurate analytical test results to permits; correct conclusion about the quality of the samples analyzed (of medicines, medical devices and public health products) and serves as an adequate basis for timely administrative and legal actions by NDA.
- Ensure that processes, systems and procedures needed for quality enhancement of the services of the directorate are established and implemented in accordance with the ISO/IEC 17025 standard, WHO Good Practices for Quality Control Laboratories and other relevant international and national standards and practices.
- To ensure that risks are identified and appropriate actions taken to avoid the risks or minimize the negative impact(s) on the operations of the Directorate and NDA in general and provide feedback for regulatory decision making on marketed pharmaceuticals analyzed.
- To monitor and evaluate performance of the Directorate against agreed targets and objectives, and ensure adequate, processes, systems, specifications and controls over the resources needed for quality service delivery. These include; personnel, equipment, chemical reference substances, chemicals and reagents, reference books among others.
- To coordinate laboratory management reviews and audits (financial and technical), and ensure timely implementation of corrective and preventive actions and respond to queries arising from audits and complaints.
- Promote initiation and execution of projects including research and programs to enhance performance of the Directorate. This may be achieved by collaborating with other



laboratories, regulatory and law enforcement agencies, manufacturers of pharmaceutical and other health products and the public to enhance drugs and health products quality control and assurance.

- Foster collaboration and partnerships with stakeholders including; academic institutions, industries, regional laboratories and others to promote information sharing, gain knowledge and access to test methods, chemicals & reagents and innovative laboratory tools.
- Provide advice to the SA on matters pertaining to resources, specifications, processes systems and. new practice/developments within the Directorate which may have an impact on the effective and efficient delivery of activity targets
- Ensure maintenance of health and safety standards within the Directorate; adhere to national and international safety standards and guidelines.
- To ensure cooperation with other Directorates to foster collaboration and build inter support systems to facilitate efficiency in NDA services delivery.
- Undertake any other responsibilities, tasks or activities as assigned by the Secretary to the Authority from time to time.

#### **Education:**

- Minimum of a Bachelor's degree in Pharmacy plus a Masters' degree in Pharmaceutical Analysis.
- A post graduate diploma in management studies
- Registration with relevant professional body

#### **Experience:**

- A minimum of Twelve (12) years post qualifying experience in Quality Control and Quality Assurance of pharmaceuticals five (5) of which should have been at a senior managerial position preferably in a regulatory environment.

#### **Key Competencies:**

- Proficiency in Quality Control testing of medicines, public health chemicals, medical devices and related products.
- Good understanding of ISO/IEC 17025 standard and WHO Good Practices for Quality Control Laboratories.
- Proven ability to use computerized and automated laboratory equipment.

- Good understanding of National, Regional and International Standards, norms and practices as they relate to Drug Regulation and Control.
- Proven experience in Good Manufacturing Practice
- Product dossier assessment/evaluation skills.
- High moral integrity
- Good analytical skills

## 17. Analyst

<b>Vacancies:</b>	<b>Five (5)</b>
<b>Department:</b>	Laboratory Services
<b>Reports to:</b>	Principal Officer
<b>Direct reports:</b>	Lab Assistants and Technicians
<b>Salary scale:</b>	NDA F
<b>Location:</b>	National Drug Quality Control Laboratory-Mulago.

### Job Purpose:

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

### Duties and Responsibilities

- Tests daily, all allocated samples according to approved test methods and procedures
- Participate, as required or requested, in bi-weekly meetings for planning and making schedules of samples to be tested and re-tested
- Compute data and generate sample analytical test reports, as require or requested, and forward them to the Senior Drug Quality Analyst and also participate in bi-weekly planning meetings
- Responsible for implementation of, and adherence to the required national and international standards and practices in the process of testing samples, management and control of data and test results.
- Participate as required or requested, in analytical method validation and in writing and review of Standard Operating Procedures (SOPs), protocols, guidelines, specifications and other documents for NDA activities

- Participate as required or requested, in the testing of international inter-laboratory proficiency samples, review and report results
- Participate in preparing the annual activity plan and budget for the directorate
- Participate as required or requested, in the initiation of procurements, drawing of specifications as well as the evaluation of bids and quotations
- Review general and technical correspondences and queries, and advise on the appropriate response to particular situations
- Participate as required or requested, in local and foreign cGMP inspection, write reports and present them to the Good Manufacturing Practice Peer Review Committee (GPRC)
- Participate as required or requested, in workshops, seminars and retreats
- Attend departmental, inter-departmental, general staff, technical committee meetings and any other relevant internal or external meetings as required or requested
- Carry out Analytical method validation/ Verification as required or requested.
- Carry out equipment calibration/ maintenance as required or requested by the supervisor
- Train as required, new staff, intern students and intern pharmacists
- Maintain weekly a database of allocated samples tested or activities performed
- Carry out any other duties as requested or required by the Senior Drug Quality Analyst Head QC Department

#### **Education:**

- Minimum of a Bachelor's degree in Pharmacy, Chemistry, Microbiology and Biochemistry from a recognised university.
- Proficiency in Quality Control testing of medicines, public health chemicals, medical devices and related products.
- Knowledge of Good laboratory and analytical practices

#### **Competences**

- Good analytical, reporting and communication skills
- Proficient in computer applications MS word, Excel and Access
- Team player
- Works with minimum supervision

- High integrity
- Good judgement

## 18. Laboratory Assistant

<b>Vacancies:</b>	<b>Four (4)</b>
<b>Department:</b>	Directory of Laboratory Services
<b>Reports to:</b>	Laboratory Technician
<b>Direct reports:</b>	N/A
<b>Salary scale:</b>	NDA H
<b>Location:</b>	National Drug Quality Control Laboratory-Mulago.

### Job Purpose:

To take custody of laboratory supplies and clean laboratory equipment

### Duties and Responsibilities:

- Ensure safe custody of laboratory equipment and supplies
- Ensure cleanliness of laboratory equipment in accordance with written procedures.
- Distill water and prepares chemical reagents for use in testing of samples
- Receives samples for testing from the data clerk and delivers them to the laboratory.
- Delivers samples for storage to the retention stores for proper storage
- Participate in sample preparation for attribute sampling
- Ensure glassware is clean and fit for intended use according to laboratory procedures.
- Daily verification of pH meters and analytical balances.
- Participate in laboratory quality management system activities as required.
- Ensure good housekeeping practices and cleaning of laboratory testing areas.
- Any other duties as assigned from time to time

### Education:

- Minimum of an Ordinary Diploma in Laboratory Technology (Chemistry) from a reputable Institution.

## 19. Laboratory Technician

<b>Vacancies:</b>	<b>Seven (7)</b>
<b>Department:</b>	Laboratory Services
<b>Reports to:</b>	Medical Device Officer
<b>Direct reports:</b>	Laboratory Assistants
<b>Salary scale:</b>	NDA G
<b>Location:</b>	National Drug Quality Control Laboratory-Mulago.

### Job Purpose:

To ensure timely quality control testing of medical device samples and reporting of results in accordance with approved test procedures, standards and specifications, and in conformance with Good Analytical and Laboratory practices

### Duties and Responsibilities:

- Receive and verify medical device samples prior to testing
- Prepare medical device samples prior to testing and fill records and log books.
- Test samples of condoms, medical gloves and other medical devices according to SOPS and record the raw data results on analytical worksheets and in the laboratory collection software system.
- Perform data analysis and prepare test reports.
- Prepare and present weekly activity reports and present them to the supervisor.
- Perform preventive maintenance of the condom/glove testing equipment and other equipment available.
- Review manufacturers batch testing documentation and make written document review reports.
- Participate in writing of SOPs and other QMS activities of the department with reference to ISO 17025.
- Test samples for intra-laboratory and international inter-laboratory proficiency testing trials.
- Carry out test-method optimization and or/validation of analytical inter-laboratory proficiency testing trials.
- Carry out test-method optimized and/or validation of analytical test methods for different medical device products (where needed).
- Respond to queries and advise on the appropriate response to particular situations.

- Ensure that all the required or necessary equipment, chemicals and reagents, reference materials, books and other appropriate literature are appropriately used and as per SOPs.
- Take part in the NDA Technical Committee meetings whenever called upon
- Liaise with other staff members within the department regarding issues related to the testing of samples.
- Perform any other similar duties assigned by the Supervisor from time to time.

#### **Education:**

- Minimum of an Ordinary Diploma in Science Laboratory Technology (Chemistry or Physics)
- Experience in testing of medical devices e.g Male latex condoms, medical surgical gloves, examination gloves is an advantage.

#### **Key Competencies:**

- Good analytical and reporting skills
- High integrity
- Pays attention to details
- Must be able to work as a team
- Ability to work with minimum supervision
- Good communication skills and fluent in English language.

## **20. Head Procurement**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Office of the Secretary to the Authority
<b>Reports to:</b>	Secretary to the Authority
<b>Direct reports:</b>	Procurement Officers
<b>Salary scale:</b>	NDA C
<b>Location:</b>	Head Office.

**Job Purpose:**

Head the procurement and disposal department to effectively procure goods, services and works in line with the PPDA Act & Regulations.

**Duties and Responsibilities:**

- Manage the Procurement and Disposal department by formulating short and long term Work Plans and supervises the implementation of such plans in line with the PPDA Act, Regulations, Guidelines and NDA procurement plan
- Advise the Secretary to the Authority on all matters relating to procurement and disposal of assets
- Prepare procurement plans, budgets and control the resources of the department
- Prepare periodic reports to the Contracts Committee & Accounting Officer
- Liaise with PPDA on all matters of procurement and disposal including filing monthly procurement reports
- To coordinate the development of the budget for the Department and ensure effective budget management with the objective of cost saving
- To ensure that processes, systems and procedures needed for quality enhancement of the services offered by the Department are established and implemented
- To be responsible for the identification and minimization of risks to minimize negative impact on the operations of the Department in particular and NDA in general
- Evaluate all procurement requirements and recommend the most appropriate procurement procedures
- Track performance of all supply contracts, ensuring contract managers file regular reports and confirm delivery of goods/services.
- Establish and implement performance monitoring system for all suppliers and provide timely updates.
- Prepare draft bidding documents, requests for proposal, issue , receipt, opening and review evaluation reports for procurement of goods, and services
- Conduct training for members of the Contracts and Evaluation Committees and user departments on basic procurement principles and contract management, whenever necessary
- Oversee development and implementation of standardized procurement management policies, regulations and procedures across NDA and ensure they are regularly updated

- Oversee the boarding off and disposal of assets in consultation with user directorates/ departments in accordance with NDA's guidelines and PPDA regulations.
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### Education

- Minimum of a Bachelor's degree in procurement and,
- A Master's degree majoring in Procurement
- CIPS full membership professional qualification is a MUST

### Experience

- A minimum of ten (10) years working experience, five (5) of which should have been as a manager or at senior management position in reputable organization.

### Key Competencies

- Strong problem-solving and process improvement skills are imperative.
- Should have knowledge of, and experience with the PPDA Act and regulations;
- Should demonstrate experience in planning and implementing procurements;
- High integrity and strong interpersonal skills, good communication skills and be self-driven;
- Flexible and able to respond effectively to unforeseen workplace circumstances;
- High maturity of character with high levels of confidentiality;
- Excellent analytical skills, good oral and written skills ;
- Knowledge and experience using specialized procurement packages.

## 21. Manager Public Relations

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Office of the Secretary to the Authority
<b>Reports to:</b>	Secretary to the Authority
<b>Direct reports:</b>	Public Relations Officer
<b>Salary scale:</b>	NDA D
<b>Location:</b>	Head Office.



**Job Purpose:**

To continuously enhance and protect NDA with an unwavering focus on building and maintaining NDA's reputation and image.

**Duties and Responsibilities:**

- Manage the Public Relations Unit by formulating short and long term Public relations and Communication strategies and supervise implementation of such plans
- Increase public awareness of NDA's vision and strategies, value propositions and develop NDA's corporate image and identity
- Identify main client groups and audiences and determine the best way to reach them
- Monitor, track and advise on all NDA / medicines regulatory news related articles and releases.
- Grow and manage NDA's social media content
- Monitor stakeholder dialogue and feedback, synthesize and make recommendations for action
- Establish and maintain relationships with key media outlets.
- Assist in managing crisis communications related to NDA's regulatory mandate.
- Develop, review and implement communication and public relations policy, guidelines and SOPs
- Prepare periodic reports outlining the performance of the unit
- Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

**Education**

- Minimum of a Bachelor's degree in Mass communication, Public relations, Journalism, Pharmacy, Health Sciences, and
- Master's in Mass communication, Public relations, Public Health, Business Administration

**Experience**

- A minimum of eight (8) years working experience, five (5) of which should have been as a manager or at senior management position in reputable organization.

### **Key Competencies**

- Excellent written and communication skills;
- Flexible and able to respond effectively to unforeseen workplace circumstances;
- High maturity of character with high levels of confidentiality;
- Knowledge and experience using Computer applications.

## **22. Legal Officer**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Office of the Secretary to the Authority
<b>Reports to:</b>	Head Legal
<b>Direct reports:</b>	None
<b>Salary scale:</b>	NDA F
<b>Location:</b>	Head Office.

### **Job Purpose:**

To provide legal services and counsel in the interests of NDA

### **Duties and Responsibilities:**

- Representation of NDA in Courts of Law
- Prosecute cases on behalf of NDA in the Magistrates and High Court of Uganda
- Handle criminal appeals in higher courts of Uganda.
- Conduct legal research
- Prepare committal papers
- Provide input in the development and implementation of enforcement and investigation procedures.
- Provide legal advice in respect of compliance with the National Drug policy and Authority Act.
- Guide and provide legal advice to staff in other directorates and departments on the operationalization of the NDP/Act.
- Provide advice in respect of other legal corporate matters and ensuring compliance with other Laws of Uganda.

- 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.
- Participate in workshops, seminars and retreats as required or requested, for capacity building and information sharing with stakeholders and relevant partners.
- Participate in quarterly and annual performance/management review meetings to report on progress on planned activities and guide management decisions for continual improvement.
- Contribute to the good image of NDA to its internal and external publics and to foster operation and understanding with other national and international bodies.
- Perform any other duties assigned by the supervisor from time to time.

### **Education**

- Minimum of a Bachelor's Degree in Law (LLB) from a recognized University.
- Post Graduate Diploma in legal Practice from Law Development Centre.
- A valid Practicing Certificate

### **Experience**

Three years' experience in similar position in a reputable organization

### **Competences**

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

## **23. Internal Auditor**

<b>Vacancies:</b>	<b>One (1)</b>
<b>Department:</b>	Internal Auditor
<b>Reports to:</b>	Head Internal Audit
<b>Direct reports:</b>	None
<b>Salary scale:</b>	NDA F
<b>Location:</b>	Head Office

### **Job Purpose:**

- To assist the Head Internal Audit in the process of continuous appraisal and review to provide independent assurance that risk management, governance and **internal** control processes are operating effectively.

### **Duties and Responsibilities:**

- Conduct compliance audits and reviews to ensure adherence to relevant laws, statutes, administrative and financial procedures including verification of records for accuracy and reliability in accordance with prescribed audit standards
- Assure that referral of matters and issues which arise from observations are followed up according to the Audit Protocols on a timely basis
- Take part in emergency reviews and investigations in accordance with the NDA Audit guidelines.
- Develop audit work plans for assigned audit engagements and develop audit correction plans in a clear, concise and timely manner including implementable recommendations which have been discussed and agreed upon with the Head of Department
- Follow-up to ensure findings have been responded to and addressed.
- Collect, document and submit observations concerning fraud to the Head of Department
- Participate as shall be required in ad hoc reviews and effectiveness evaluations.
- Monitor practice and test controls, compliance with all policies and procedures
- Prepare timely monthly, quarterly, bi annual and annual internal audit reports and present to management
- To carry out any other duties as assigned from time to time by Supervisor.

### **Education**

- Minimum of a Bachelor's Degree in Commerce (Accounting option) or Business Administration (Finance) or its equivalent.
- Qualified Accountant with professional qualifications in ACCA, CPA.

### **Minimum Experience**

- Minimum of three (3) years working experience in auditing in a reputable organisation / firm

## Key Competencies

- High sense of integrity and professionalism.
- Great attention to detail
- A strong team player
- Excellent communication and interpersonal skills.
- Computer literacy and proficiency in major accounting packages preferably NAVISION and Microsoft Office applications.

## 24. Court Clerk

<b>Vacancies:</b>	<b>One (1)</b>
<b>Directorate:</b>	Office of the Secretary to the Authority
<b>Reports to:</b>	Legal Officer
<b>Direct reports:</b>	<b>None</b>
<b>Salary scale:</b>	NDA G
<b>Location:</b>	Head Office.

### Job Purpose:

To provide administrative support to the Department of Legal Services

### Duties and Responsibilities:

- Effecting service of court process within the law and other necessary documents as may be requested
- Prepare and depone on documents falling within this domain such as affidavits of service and others
- Getting documents commissioned and witnessed
- Fixing of cases for hearing
- Payment of stamp duty and other statutory fees or charges
- To compile lists of litigation cases and update them regularly
- To keep the diary of NDA court cases and bring it to the attention of the Legal Officer
- To serve and receive court summons on behalf of the Legal Services Department.
- To carry out any other duties as assigned from time to time by Supervisor.

### Education

- A valid process server's certificate

- A diploma in law from the Law development Center

### **Experience**

- At least two (2) years working experience in a similar position

### **Key Competencies**

- Good interpersonal and communication skills
- Computer literacy in Microsoft Office applications.
- High degree of integrity