



**MINISTRY OF HEALTH**

## **PHARMACY AND POISONS BOARD**

### **EXTENSION OF ADVERTISEMENT**

The Pharmacy and Poisons Board (PPB) is Kenya's National Medicines Regulatory Authority established in 1957 under the Pharmacy and Poisons Act, Chapter 244 of the Laws of Kenya. The Board regulates the Practice of Pharmacy and the Manufacture and Trade in Medical Products and Health Technologies.

The Board aims to optimize mechanisms to ensure that pharmaceutical practitioners released into the market are competent and fit to practice. Therefore, the Board seeks to recruit qualified candidates to fill the following positions:

**Position:** Medical Devices Expert

**Job Number of Posts:** Nine (9)

**Terms of Service:** On Ad Hoc Basis as and when Need Arises

**Experience:** At least five (5) years in the medical Technologies and related sector

**Terms of Service:** Three Years Renewable Term

#### **JOB DESCRIPTION**

The holder will be required to provide expertise and technical support in the conduct of technical file assessment for Medical Devices

#### **DUTIES AND RESPONSIBILITIES**

The roles and responsibilities of the Medical Devices Expert include:

1) Developing and reviewing PPB guidelines on the quality, safety and

performance of Medical Devices.

- 2) Providing advice to the Board on the regulation of Medical Devices
- 3) Provide advice on investigation of Field safety Corrective Notifications associated with Medical Devices
- 4) Support PPB in review of Technical file assessment for the common submission dossier template for Marketing Authorization.
- 5) Provide guidance and development of standards to be used in the regulation of medical devices
- 6) Any other assigned duties in the purview of medical devices
- 7) Assist in evaluation of clinical trials involving Medical Devices.

### **REQUIRED QUALIFICATIONS**

- 1) Have Bachelor's degree in any of the following disciplines: Pharmacy (B. Pharm), Medicine and Surgery (MBChB), Biomedical Engineering, Biomedical Scientist, Medical Laboratory Sciences, or any other equivalent and relevant qualification from a recognized Institution
- 2) Have a Master's Degree in any of the following fields: - Biomedical Engineering, Physicist, Biomedical Sciences Pharmaceutical Sciences, Clinical Studies, Microbiology, Biotechnology, or any other equivalent and relevant qualification from a recognized institution
- 3) Be registered with a relevant Professional body;
- 4) Valid practicing license;
- 5) Proficiency in computer applications; and
- 6) Fulfill the requirements of Chapter Six (6) of the Constitution.

### **Application Procedure**

Interested and qualified candidates should follow the link (<https://web.pharmacyboardkenya.org/careers/>) for a step-to-step process of the application procedure.

## **Method of application**

The candidates should submit the following documents:

- 1) Cover letter detailing the area of specialization and duration of expertise.
- 2) Detailed Curriculum Vitae
- 3) Copies of academic testimonials
- 4) Copy of National Identity Card

## **Application Procedure**

### **Quick Guiding Steps**

1. Access the careers page using the following link;  
<https://hr.pharmacyboardkenya.org>
2. Click the 'Pharmacists registration number' or 'Pharmaceutical Technologists Enrolment number' and enter your number. Only registered or enrolled practitioners by the Pharmacy and Poisons Board are eligible
3. Choose the position you are applying for from the drop-down provided
4. Fill out all the mandatory areas and upload the required documents. All documents uploaded should be in pdf and named appropriately.
5. Click the 'submit' button and logout.

### **IMPORTANT NOTICE**

1. The Online Recruitment and Selection system allows applicants to amend/revisit their application(s) at any time BEFORE the Advert Closure time. Once submitted, the application cannot be amended.
2. Please note that it is an offence to give false or misleading information to the PPB.
3. Canvassing will lead to automatic disqualification.
4. Shortlisted candidates will be contacted and required to avail their original and certified copies of relevant certificates, detailed Curriculum Vitae, and original national identity card during the interview.

5. Persons with disability, female candidates, marginalized and minority groups are encouraged to apply.
6. Successful candidates will be required to submit clearance certificates from KRA; EACC; Credit Reference Bureau and the Kenya Police as per Chapter Six of the Constitution.
7. PPB does not charge any fee in the recruitment process.

*NB: Pharmacy and Poisons Board is an equal opportunity employer and is committed to diversity and gender equality. Canvassing will lead to automatic disqualification.*

Applications should reach the PPB on or before 28<sup>th</sup> November, 2023 at 11:59 pm, EAT. Only shortlisted candidates will be contacted.

### **Inquiries**

Send an email to: [recruitment@pharmacyboardkenya.org](mailto:recruitment@pharmacyboardkenya.org). Please include your ID and full name.