



## Pharmacy and Poisons Board

### VACANCY ANNOUNCEMENT

The Pharmacy and Poisons Board (“the Board”) is Kenya’s National Medicines Regulatory Authority established under the Pharmacy and Poisons Act CAP 244 Laws of Kenya (the Act). The Board regulates the Practice of Pharmacy and the Manufacture and Trade in Medical Products and Health Technologies.

The National Quality Control Laboratory (NQCL) is established under the Act as a facility for testing of medical products and health technologies.

Pursuant to the provisions of the Act, the Board is empowered to appoint the Board of Management of NQCL. In this regard, the Board seeks to recruit qualified candidates for appointment at the NQCL for a period of three (3) years:

#### **1. MEMBER, NQCL BOARD OF MANAGEMENT – NINE (9) POSITIONS**

**Qualification:** Bachelor’s Degree from a university recognized in Kenya. Master’s degree in Pharmacy or Management will be an added advantage.

**Location:** Nairobi

#### **Duties and responsibilities:**

Pursuant to the provisions of section 35G of the Pharmacy and Poisons Act, Cap 244 Laws of Kenya the Board of management shall perform the following functions:

- a) administer the property and funds of the Laboratory in such manner and for such purposes as shall, in the opinion of the Board of Management, promote its best interests;
- b) receive, on behalf of the Laboratory, grants-in-aid, gifts, donations, fees, subscriptions or other moneys and make disbursements therefrom;
- c) make regulations governing the appointment, conduct and discipline of employees of the Laboratory;
- d) in consultation with the Cabinet Secretary, to draw up a scheme of service for employees of the Laboratory;

- e) administer the approved terms and conditions of service, including appointments, dismissals, remuneration and retiring benefits of employees of the Laboratory; and
- f) appoint such employees upon terms and conditions to be laid down by the Board of Management, after consultation with the Cabinet Secretary, as it considers necessary for the proper and efficient administration of the Laboratory.

**Person Specifications:**

For appointment to this position, a candidate must:

1. Be a Kenyan Citizen.
2. Holds at least a Bachelor's Degree from an institution recognized in Kenya.
3. Master's degree in Pharmacy or Management will be an added advantage
4. Has not served in the NQCL as an employee in the preceding five years
5. Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

**Method of Application:**

Written applications including a detailed Curriculum vitae, copies of academic and professional certificates, and ID card should be submitted in a sealed envelope, marked with the position applied for and addressed to:

**The Chairman  
Pharmacy and Poisons Board  
Lenana Road  
P.O Box 27663-00506  
Nairobi**

Applications can also be hand-delivered to the Office of Chairman, located on 4<sup>th</sup> Floor Pharmacy and Poisons Board Building along Lenana Road, Opposite D.O.D, and must be received on or before 5<sup>th</sup> July 2023.