



REPUBLIC OF KENYA

Pharmacy and Poisons Board

VACANCY ANNOUNCEMENT

The Pharmacy and Poisons Board (PPB) is Kenya's National Medicines Regulatory Authority established 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 PPB is receiving technical assistance from USAID's Promoting the Quality of Medicines Plus (PQM+) program in strengthening PPB's regulatory capacity towards achieving maturity level three (ML.3) rating, based on the World Health Organisation (WHO) Global Benchmarking Tool (GBT). Through this support, PPB seeks to recruit qualified candidates to fill the following position:

Position:	Regulatory Officer (25 positions)
Job Grade	PPB 6
Job Type:	Full time
Experience:	Entry level
Location:	Nairobi and Regional Offices
Salary:	Kshs. 176, 730 – Gross Salary
Terms of Service:	One-year contract

a) Job Specification

Job Purpose:

The position is responsible for the day-to-day regulatory activities of implementing standards, procedures, and guidelines to ensure the quality, safety, and efficacy of health products and technologies and that pharmacy professionals are competent and fit to practice.

Duties and Responsibilities:

1. Receiving, screening and undertaking dossier assessment as well as review of variation and retention applications of health products and technologies.
2. Receiving and screening applications for licensing of premises as well as undertake inspections of premises, and medical products against good practices (GxP), laws, regulations, and guidelines.
3. Receiving and investigating of market complaints, conducting sampling of medical products based on procedures, communicating, enforcing and tracking of regulatory actions.
4. Receiving, screening and reviewing of clinical trial applications as well as inspection of clinical trial studies and sites.
5. Collecting, analyzing, and monitoring of safety reports, or any other reports on medical products related problems.
6. Receiving and processing of applications for licensing of pharmacy practitioners and premises
7. Receiving, testing, and evaluating samples in adherence to established guidelines, standards, and procedures.
8. Implementing established quality management system and benefit-risk strategy in regulatory decision making with regards to regulation of health products and technologies and pharmacy practice.
9. Receiving and screening applications for lot release of vaccines and biologicals.

b) Person Specifications

For appointment to this grade, a candidate must: -

1. Have Bachelor's degree in Pharmacy from a recognized university.
2. Be registered by the Pharmacy and Poisons Board, Kenya.
3. Be proficient in computer knowledge and skills.
4. Have good analytical and communication skills.
5. Fulfil the requirements of Chapter Six of the constitution.

IMPORTANT NOTICE

1. PPB does not charge any fee in the recruitment process.
2. Candidates will be required to submit copies of the following documents: PPB registration certificate, detailed curriculum vitae, academic transcripts, academic certificates, KRA PIN Certificate, National Council for Persons with Disability (NCPWD) certificate (for disabled persons), and passport photo.
3. Shortlisted candidates will be required to bring with them original certificates listed above together with national ID card or passport.
4. Successful candidates will be required to submit clearance certificates from Kenya Revenue Authority (KRA); Ethics & Anti-Corruption Commission (EACC); Credit Reference Bureau and the Kenya Police as per Chapter Six of the Constitution.
5. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.
6. PPB is an equal opportunity employer.
7. Persons with disability, female candidates, marginalized and minority groups are encouraged to apply.
8. Please note that it is an offence to give false or misleading information to the PPB.

Application Procedure

Quick Guiding Steps

1. To make your application, access the PPB recruitment portal via the following link: (<https://hr.pharmacyboardkenya.org>) and create an account
2. Click the 'Pharmacists registration number' tab and enter your registration number. Only pharmacists registered by the PPB are eligible.
3. Fill out all the mandatory areas and upload the required documents in portable document format (pdf). All documents uploaded should be named appropriately.
4. Click the 'submit' button and logout.