

BoMRA VACANCIES



The Botswana Medicines Regulatory Authority (BoMRA) is a body that was established through the Medicines and Related Substances Act of 2013, to regulate the supply chain of Human and Veterinary medicines, Medical Devices and Cosmetics. The Authority is looking for professionals to join their growing teams.

EXECUTIVE ASSISTANT

JOB PURPOSE:

Reporting directly to the CEO, the position is responsible for the coordination of activities and information flowing to and from the CEO's office. It primarily provides comprehensive administrative and stakeholder management support, as well as conducting research for the CEO's office.

MAIN DUTIES:

1. Management of the CEO's extremely active calendar of internal and external meetings and events including scheduling of appointments, preparing the CEO for meetings by conducting pre-meeting briefings and developing meetings agendas as well as tracking of meeting actions.
2. Conducts research gathering data on market trends and industry insights for strategic planning, prioritising, and following up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature to determine appropriate course of action, referral, or response.
3. Supports the CEO to schedule senior management routine performance update meetings including submission of meeting reports and management of their leaves.
4. Facilitates routine regulatory and compliance reporting in liaison with the Legal department.
5. Ensures smooth operation of the CEO office through the efficient coordination of procedures and workflows, actively participating in audits, executing actions/process improvements and assists with special projects.
6. Optimises domestic and international travel schedules and facilitates travel expense reporting for the CEO's office.
7. Provides high level administrative support; coordinating correspondences, preparing reports and presentations for the CEO's meetings, screening of the CEO's emails, professionally composing replies and drafting of correspondences on behalf of the CEO when required.
8. Manages content and efficient flow of information to senior management, board members and key stakeholders, leveraging in-depth understanding of the mandate of the CEO's office.

QUALIFICATIONS:

ACADEMIC:

A degree in Business Administration, Healthcare Administration or other related Degrees. A Master's Degree will be an added advantage.

WORK EXPERIENCE:

At least 6 years of experience in a similar role supporting Executive or CEO roles, preferably in a regulatory environment.

ESSENTIAL SKILLS/COMPETENCIES:

Discretion and trustworthiness in handling confidential information with utmost integrity, excellence in diplomacy and tact, strong verbal and written communication, strong interpersonal skills; exceptional organizational and time management skills, resourcefulness, proficiency with productivity tools and reporting software, keen attention to detail, ability to work under pressure and adaptability.

MANAGER COMPLEMENTARY MEDICINES & COSMETICS

JOB PURPOSE:

The role reports to the Director, Product Evaluation & Registration and its overall responsibility is to ensure that complementary medicines and cosmetics that are authorised to be in the market, comply with legal and regulatory requirements in Botswana with respect to quality, safety, and efficacy.

MAIN DUTIES:

1. Advises on matters pertaining to complementary medicines evaluation and registration.
2. Ensures timely processing of applications for pre-marketing authorization and post-registration variations and renewals of complementary medicines.
3. Ensures that all approved complementary medicines in the market comply with legal and regulatory requirements in Botswana with respect to quality, safety, and efficacy and implement appropriate mechanisms for the regulation of cosmetics.
4. Prepares and manages the unit's work plans and budgets, as well as providing effective team supervision, coaching and talent management.
5. Controls and coordinates complementary medicines and cosmetics registration activities, ensuring consistency with corporate strategic plans.
6. Maintains up-to-date product registration databases and ensures that the necessary guidelines, standard operating procedures (SOPs), templates, reference materials, and tools, are in place for medicines registration.
7. Efficiently manages all external contracts to ensure adherence to service level agreements and ensuring that all the related expenditure is duly authorised and accounted for.
8. Collaborates with other departments within BoMRA on matters pertaining to complementary medicines and cosmetics to provide the necessary advice.
9. Collaborates with national, regional, and international stakeholders on matters pertaining to complementary medicines and cosmetics.
10. Prepares for the Registration Committee meetings by scheduling the meetings, tracking and implementing actions, pertaining to the mandate of this Committee.
11. Implements complementary medicine and cosmetics stakeholder engagement plan and perform any other duties assigned by the Director and the Executive team from time to time.

QUALIFICATIONS:

ACADEMIC:

A Degree in Pharmacy. A Master's degree in the relevant field will be an added advantage.

WORK EXPERIENCE:

5 years' relevant working experience in Pharmaceutical sector within the government, national or international NGOs.

ESSENTIAL SKILLS/COMPETENCIES:

Ability to plan and work independently; interpersonal skills; ability to embrace diversity of views; good presentation skills; good knowledge of pharmaceutical regulatory issues; knowledge of aspects of Botswana and regional medicines policies, and legislative system governing pharmaceuticals; knowledge of plant medicine and/or pharmacology; good knowledge of ICT

applications; proficiency in written and spoken English; ability to plan, organize, coordinate, manage work and human capital; ability to write clear and comprehensive technical reports; and to effectively work as a team player.

QUALITY OFFICER

JOB PURPOSE:

The role reports to the Manager-Quality Management and it's for providing support to the Authority, with the development, implementation and monitoring of the Integrated Management System aligned to the WHO Global Benchmarking Tool Requirements in order to ensure conformance to the set standards.

MAIN DUTIES:

1. Conducts GBT self-benchmarking exercise on all GBT functions within the country.
2. Develops and coordinate the implementation of Departmental Individual Development Plans (IDPs) across the Authority.
3. Reviews of system documentation within the Authority to ensure alignment to GBT requirements.
4. Conducts IDPs implementation verification within the Authority to monitor the effectiveness of implemented IDPs.
5. Conducts root cause analysis for recurring IDPs within the Authority to prevent their recurrence.
6. Uses analytics to evaluate performance of the Authority in implementing WHO GBT requirements.
7. Creates awareness on Regulatory Systems Strengthening within the Authority and to relevant stakeholders to enhance buy in, understanding and compliance.
8. Maintains and retains documented information within the Authority to support conformance to GBT requirements.
9. Acts as a focal person for all stakeholders that form part of the Botswana Regulatory system and gets benchmarked by WHO, during the formal benchmarking exercises.

QUALIFICATIONS:

ACADEMIC:

A Bachelor of Science Degree, business related Degree, or a degree in Quality Assurance from a recognized institution.

WORK EXPERIENCE:

At least 3 years' experience on quality management in a reputable organisation, preferably a medicines regulation. Experience working with the Global Benchmarking Tool, will be an added advantage.

ESSENTIAL SKILLS/COMPETENCIES:

Global Benchmarking Tool Training; Certificate of ISO 9001- Lead Auditor Training; good understanding of ISO 9001; proven record of QMS effectiveness monitoring using analytics; experience in using continual improvement tools; training including internal auditing on ISO/IEC/17020 and/or ISO/IEC/17025 will be an added advantage; ability to write clear and comprehensive technical reports; attention to relevant detail; excellent communication skills; time management; collaboration and teamwork.

If you meet the minimum requirements and believe that you can grow with BOMRA, kindly send your application, latest CV and certified copies of certificates and two (2) current referee's details to: recruitment@bomra.co.bw.

Closing Date for Submission: 14 March 2024. Only short-listed candidates will be contacted.