

BoMRA VACANCIES

The Botswana Medicines Regulatory Authority (BoMRA) is a dynamic, fast-paced organization committed to the regulation of human and veterinary medicines, medical devices, and cosmetics. We are driven by our core values of Integrity, Customer Focus, Efficiency, and Teamwork, which foster a high-performance culture that encourages collaboration and professional excellence. Joining BoMRA means being part of a team that prioritizes continuous learning and a positive impact on public health, we are looking for enthusiastic individuals to join our team in the following areas.

GRADUATE TRAINEE – DATA PROTECTION OFFICER

JOB PURPOSE

The Graduate Trainee – Data Protection Officer will support BoMRA in ensuring compliance with the laws of Botswana, particularly focussed on the **Botswana Data Protection Act** and related regulations. This role provides an opportunity for a recent graduate to gain practical experience in data protection, privacy, and compliance while working closely with experienced professionals. The trainee will assist in monitoring data handling practices, raising awareness on data privacy, and contributing to general compliance and legislation development initiatives.

KEY RESPONSIBILITIES

Under the guidance of senior professionals, the Graduate Trainee will:

- Assist in **monitoring compliance** with data protection laws, internal policies, and governance frameworks.
- Support in conducting **data protection audits** and reviewing data handling practices.
- Participate in **awareness campaigns** and **training sessions** for employees on data protection best practices.
- Help in reviewing and **conducting Data Protection Impact Assessments (DPIAs)** to identify risks in data processing activities.
- Act as a supporting contact for **data protection queries** from internal teams and external stakeholders.
- Assist in **documenting and maintaining records** of data processing activities to ensure compliance.
- Collaborate with senior team members to **engage regulators and ensure compliance** with relevant data protection requirements.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in Law, Information Technology, Data Management, or a related field.
- Basic understanding of **data protection laws and regulations**, including the **Botswana Data Protection Act**.
- Strong analytical, research, and problem-solving skills.
- Interest in **privacy, compliance, and information security**.
- Knowledge of **IT systems and data governance, including artificial technology knowledge** is an added advantage.
- Certification in Data Protection or Privacy (e.g., CIPP, CIPM) is a plus but not required.

KEY COMPETENCIES

- **Legal & Compliance Awareness:** Solid foundation in basic legal principles and a basic understanding of data protection laws and compliance frameworks, with a desire to deepen this knowledge.
- **Data Handling & Privacy Knowledge:** Interest in learning how personal and sensitive data is processed securely.

- **Analytical & Problem-Solving Skills:** Ability to identify risks and contribute to solutions.
- **Communication & Stakeholder Engagement:** Willingness to engage with internal teams and external regulators.
- **Attention to Detail:** Ability to handle data-related tasks with precision.

GRADUATE TRAINEE – LEGAL OFFICER

JOB PURPOSE

The Graduate Trainee – Legal Officer will support BoMRA's Legal and Corporate Secretariat team in ensuring compliance with the laws of Botswana, particularly focusing on the Medicines and Related Substances Act and other relevant regulations. This role provides a valuable opportunity for a recent law graduate to gain hands-on experience in legal advisory services, regulatory compliance, board secretarial functions, and enforcement activities. The trainee will work closely with experienced legal professionals to develop legal expertise and contribute to the Authority's governance and compliance framework.

KEY RESPONSIBILITIES

Under the guidance of the Legal and Corporate Secretary, the Graduate Trainee will:

- Assist in providing legal advice to the Authority and the Board.
- Support in ensuring compliance with statutory provisions and governance standards.
- Assist in drafting and reviewing legal documents, including contracts, agreements, and policies.
- Participate in litigation processes, liaising with courts and government institutions on legal matters affecting the Authority.
- Contribute to the review and implementation of the Medicines and Related Substances Act and related regulations.
- Assist in coordinating Board secretarial services and ensuring adherence to governance best practices.
- Carry out any other duties as assigned by the Authority.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in Law (LLB).
- Basic understanding of regulatory compliance, legal frameworks, and corporate governance.
- Strong analytical, research, and problem-solving skills.
- Interest in public sector law, regulatory affairs, and governance.
- Knowledge of contract law, administrative law, and statutory interpretation is an added advantage.

KEY COMPETENCIES

- **Legal & Compliance Awareness:** Solid foundation in legal principles and regulatory compliance.

- **Analytical & Problem-Solving Skills:** Ability to assess legal risks and propose solutions.
- **Communication & Stakeholder Engagement:** Willingness to engage with internal teams, regulators, and external stakeholders.
- **Attention to Detail:** Ability to handle legal documentation and compliance tasks with precision.
- **Governance & Board Support:** Interest in corporate governance and Board secretarial functions.

LABORATORY INTERN

JOB PURPOSE

BoMRA Laboratory Internship Programme, will provide candidates with hands-on experience in a regulatory laboratory environment. This internship offers an opportunity to work alongside experienced professionals, develop essential laboratory skills, and contribute to quality control processes that ensure the safety and efficacy of medicines and related substances.

MAIN DUTIES

- Support Laboratory Analysts in conducting quality control testing of medicines, medical devices, and any other public health requirements.
- Document and maintain laboratory records accurately
- Support the implementation of the laboratory quality management system
- Participate in cleaning and maintenance of laboratory equipment, glassware, and work areas according to Good Laboratory Practices (GLP).
- Contribute to regulatory and compliance activities

QUALIFICATIONS

A bachelor's degree in Biomedical engineering, Chemistry, Biology, Biochemistry, Pharmaceutical Sciences, Biotechnology, or a related field from a recognized institution.

KEY COMPETENCIES

- **Analytical Skills and documentation:** Ability to analyze data from laboratory tests and experiments effectively, Knowledge of Good Laboratory Practices (GLP) and basic pharmaceutical quality control, Ability to accurately document test results and maintain laboratory records.
- **Regulatory Compliance:** Familiarity with Good Laboratory Practices (GLP) and regulatory standards in pharmaceutical testing.
- **Technical Proficiency:** Familiarity with laboratory equipment used in testing medical devices and Basic knowledge of laboratory equipment and safety practices is preferred but not required.
- **Safety & Waste Management:** Awareness of laboratory safety protocols and waste disposal procedures.

APPLICATION INSTRUCTIONS

If you are ready to be part of an organization that values career growth, submit your application, including your latest CV, certified copies of qualifications, and contact details for two referees, to: recruitment@bomra.co.bw.

For inquiries contact: HR Office on **3731906/3731727**

ADDRESS FOR APPLICATIONS

The Chief Executive Officer
Botswana Medicines Regulatory Authority

P. Bag 02, Gaborone

CLOSING DATE FOR SUBMISSION

23 February 2025. Only shortlisted candidates will be contacted.