



VACANCIES

The National Drug Authority (NDA) is an autonomous body which was established by the National Drug Policy and Authority Act Cap 206 , Laws of Uganda (2000 Edition) to regulate Human and Veterinary Medicines and other healthcare products. NDA's mandate is to ensure availability of efficacious and cost-effective drugs to the entire population of Uganda at all times, as a means of providing satisfactory health care and safeguarding the appropriate use of drugs

In order to effectively fulfill its mandate, the Authority is looking for competent persons with required skills attitude and qualifications to fill the following positions.

1A. Regulatory Officer – Pharmacy: Vacancies Twenty four (24)

Directorates: Product Safety, Inspectorate Services, Product Assessment and Registration

Reports to: Manager Regions or Principal Regulatory Officer

Location: Head Office and Regional Offices

Job purpose:

To conduct inspections of drug outlets dealing in the manufacture, handling important and distribution of drugs and other healthcare products for compliance to the National Drug Policy and Authority Act.

Duties and Responsibilities:

- To contribute to the implementation and continuous improvement of registration and assessment, inspection and licensing processes, to ensure the process continues to be proportionate
- To inspect pharmaceutical and manufacturing facilities within the country and abroad for compliance with Good Manufacturing Practices and report on finding with recommendations.
- To inspect premises and facilities that distribute, dispense or keep custody of drugs and other health care products for suitability.
- To prepare status reports on licenses, permits, imports and exports of drugs, cosmetics and medical devices

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- To mobilize other stakeholders, law enforcement agencies and professional bodies to that participate in inspection.
- To verify documents for importation and exportation of pharmaceuticals, public health products and health devices to ensure compliance with NDA requirements.
- To facilitate importation and exportation of medicines and health care products by inspecting of drug consignments and collaborating with other customs agencies and agents.
- To conduct post market surveillance to verify consistency of product standards and submit samples to Quality Control Laboratory for analysis.
- Conduct intelligence gathering about illicit drug dealers.
- To coordinate destruction of unfit and substandard drugs, or prohibits sale of impure, toxic, damaged, or misbranded items.
- To conduct post marketing surveillance of medicines, herbal medicines, traditional medicines and public health products
- To undertake investigations into consumer and other complaints.
- To provide information to the public pertaining to regulation of drugs
- To develop and maintain good relations with clients
- To supervise destruction of unfit products
- To prepare status reports on licenses, permits, imports and exports of drugs, cosmetics and medical devices.
- To carry out any other duties as assigned from time to time by Supervisor.

Education:

- A Degree in Pharmacy from a recognized Institution
- Registered pharmacist
- Member of the Pharmaceutical Society of Uganda

Experience

- Minimum of one (1) years working experience in a reputable pharmaceutical establishment.
- Experience in regulatory affairs is an advantage

Key Competencies

- Proficiency in computer applications especially MS office packages
- High level of Integrity
- Keen attention to detail.
- Good communication and interpersonal skills

1B. Regulatory Officer – Veterinary: Vacancies Six (6)

Directorates: Product Safety, Inspectorate Services, Product Assessment and Registration

Reports to: Manager Regions or Principal Regulatory Officer or Head Enforcement

Location: Head Office and Regional Offices

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Job Purpose:

To conduct inspections of businesses involved in the importation, handling, distribution and exportation of veterinary pharmaceutical products as well as at the level of use; and all other operations where veterinary products are handled for compliance to the National Drug Policy and Authority Act (NDP/A Act).

Duties and Responsibilities:

- To contribute to the implementation and continuous improvement of registration and assessment, inspection and licensing processes, to ensure the process continues to be proportionate
- To inspect premises and facilities that import, distribute, dispense, handle, export or keep custody of veterinary drugs and other health care products for purposes of licensing.
- To inspect premises and facilities that distribute, dispense or keep custody of veterinary drugs and other health care products for suitability.
- To mobilize other stakeholders, law enforcement agencies and professional bodies that participate in inspection.
- To coordinate destruction of unfit and substandard drugs, prohibited, impure, toxic, damaged, or misbranded items.
- To undertake investigations into consumer and other complaints.
- To provide information to the public pertaining to regulation of drugs
- To verify documents for importation and exportation of pharmaceuticals, public health products and health devices to ensure compliance with NDA requirements.
- To carry out sampling of veterinary medicines from the market and liaise with the National Drug Quality Control Laboratory for analysis.
- To prepare status reports on licenses, permits, imports and exports of drugs, cosmetics and medical devices.
- To participate during intelligence gathering about illicit drug dealers for instance in counterfeit, substandard veterinary products and products with other quality defects
- To review internal and external veterinary technical correspondences plus queries, and prepare the most appropriate response
- To participate in the development and review of veterinary pharmaceutical regulatory tools e.g. SOPs, guidelines, checklists plus other NDA relevant documents
- To carry out any other duties as assigned from time to time by the Supervisor.

Person Specifications

Education:

- Bachelor's degree in Veterinary Medicine from a recognized institution.
- Registered with Uganda Veterinary Board
- Membership of Uganda Veterinary Association

Experience

- At least Three (3) years post registration working experience in a reputable organisation.

Key Competencies

- High sense of integrity and professionalism.

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- Great attention to detail
- A strong team player
- Excellent communication and interpersonal skills.
- Computer literacy

2. ICT Support Officer - Vacancy One (1)

Directorate: Corporate Services

Reports to: Head ICT

Location: Head Office

Job Purpose:

To provide for quality and professional desktop support to NDA staff.

Duties and Responsibilities:

- To Perform configuration of new PCs or laptops, hardware upgrades and data conversions, hardware troubleshooting assistance, peripheral troubleshooting, and other support that are related to the end user systems for employees.
- Design and implement infrastructure solutions that adhere to current IT architecture and standards
- Perform network monitoring and analysis, performance tuning, troubleshooting, and escalate problems as necessary to maintain network performance to meets user demands
- Provide support in online communication, websites, social media
- To manage database and file system and space usage.
- To perform data recovery in the event of disk crashes.
- To provide support to all existing software applications in use by NDA.
- To perform software installs, minor hardware repairs/maintenance, and assists with moving employees' desktop equipment.
- Responsible for proactively managing high severity and priority incidents from identification to resolution and escalation to appropriate group.
- To perform any other duties as may be assigned from time to time by the Manager ICT

Person Specifications

Education:

- A Bachelor's Degree in Computer Science, Information Technology, Information Systems or a related field is required.
- Recognized professional ICT qualifications in database administration such as OCA, OCP, MCTS SQL and MCDBA will be an added advantage.

Experience

- At least five (5) years working experience in ICT in a reputable organization

Key Competencies

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- Working knowledge of database tasks including database performance tuning, database security, promoting process improvement, database management, and data maintenance.
- Strong analytical and organizational skills
- Understanding of procedural and structured query languages
- Knowledge of 'relational database management systems' (RDBMS), 'object oriented database management systems' (OODBMS) and XML database management systems
- Working knowledge of Server and PC operating systems.
- Ability to train users on database concepts and methodologies as well as specific application utilization and configuration.
- IT literacy and Computer software applications skills

3. Internal Auditor - Vacancy One (1)

Department: Internal Auditor
Reports to: Head Internal Auditor
Location: Head Office

Job Purpose:

To assist the Head Internal Audit in the process of continuous appraisal and review of the accounting system and internal controls and in dealing with risk assessment and mitigation.

Duties and Responsibilities:

- Develop and update the NDA risk matrix, maintain and implement the risk management plan in consultation with the audit work plans.
- Conduct compliance audits and reviews to ensure adherence to administrative and financial procedures including verification of records for accuracy and reliability in accordance with prescribed audit standards
- Assure that referral of matters and issues which arise from observations are followed up according to the Audit Protocols on a timely basis
- Take part in emergency reviews and investigations in accordance with the NDA Audit guidelines.
- Develop audit work plans for assigned audit engagements and develop audit correction plans in a clear, concise and timely manner including implementable recommendations which have been discussed and agreed upon with the Head of Department
- Follow-up to ensure findings have been responded to and addressed.
- Collect, document and submit observations concerning fraud to the Head of Department
- Carry out procedures as part of risk management audits as required
- Participate as required in ad hoc reviews and effectiveness evaluations.
- Monitor practice and test controls, compliance with all policies and procedures
- Prepare timely monthly, quarterly, bi annual and annual internal audit reports and present to management
- To carry out any other duties as assigned from time to time by Supervisor.

Education

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- A Bachelor's Degree in Commerce (Accounting option) or Business Administration (Finance) or its equivalent.
- Should have completed all stages of a Professional Accounting qualification such as ACCA, CPA.

Minimum Experience

- At least five (5) years working experience in auditing in a reputable organisation

Key Competencies

- High sense of integrity and professionalism.
- Great attention to detail
- A strong team player
- Excellent communication and interpersonal skills.
- Computer literacy and proficiency in major accounting packages preferably NAVISION and Microsoft Office (Excel).

4. Driver – Vacancies: Six (6)

Department: Corporate Services
Reports to: Senior Officer Fleet Management
Location: Head Office and Regional Offices

Job Purpose:

To drive and maintain assigned NDA vehicle

Duties and Responsibilities:

- Drives Authority vehicle for official travel and business as assigned both in and outside Kampala
- Ensures the vehicle assigned is maintained in a good running condition, clean and maintains a high standard of services to vehicle occupants
- Maintains a vehicle movement log: daily mileage, fuel consumption, oil changes etc
- Ensures the vehicle is kept secure and performs regular/day-to-day maintenance checks: oil, water, battery, tyres etc
- Maintains a vehicle service log and advises the Supervisor when the vehicle is due for service
- Reports any defects to the Supervisor and in case of an accident, reports immediately to the Supervisor and the Police
- Ensures vehicle has necessary accessories including a spare tyre and that these are kept safely at all times
- Ensures vehicle insurance is valid/ updated at all times,
- Ensures punctual and safe transport services while observing road and traffic laws and regulations
- Performs any other duties as may be assigned from time to time by the Supervisor

Person Specifications

Education:

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- Holder of UCE certificate, with passes in English and Mathematics
- Clean and valid driving permit for classes B, DL and CM
- A certificate in defensive driving is an added advantage

Experience:

- At least five (5) years of clean sustained driving experience

Key Competencies:

- Good communication and interpersonal skills;
- Working knowledge of English
- Self-confidence
- High integrity and patience.
- Basic knowledge of vehicle mechanics

Application Procedure

Please submit a cover letter, copies of your academic qualifications together with your Curriculum Vitae (CV) indicating three (3) referees of whom one (1) should be your current or most recent employer not later than **5.00p.m on 30th May 2017** either electronically to the e-mail address- hr.nda@nda.or.ug or hand delivered to **National Drug Authority office, First Floor, Rume, Plot 19 Lumumba Avenue** opposite TWED PLAZA. Your application should be addressed to the Head Human Resources and Administration, National Drug Authority.

National Drug Authority is an equal Opportunity Employer. Please note that only shortlisted and successful candidate will be contacted