



**MINISTRY OF HEALTH
PHARMACY AND POISONS BOARD**

The **Pharmacy and Poisons Board** is the Drug 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 drugs and poisons.

On 1st of March 2018, two international projects, PAVIA and PROFORMA, were launched to increase the PV readiness in this region. PROFORMA consortium is a joint venture between experts from academia, NMRAs and WHO-collaborating centers in pharmacovigilance and RCOREs to generate a cohort of pharmacovigilance trained human resources from all stockholders including patients, healthcare providers, regulatory staffs that are engaged in pharmacovigilance data collection, analysis, interpretation and data sharing. Emphasis will be given to implement pharmacovigilance in clinical trials regulation and post-marketing surveillance in public health programmes involving mass drug administration and immunization Programme.

The PROFORMA consortium aims to strengthen the national PV infrastructure and post-marketing surveillance system by forging partnerships between local academic institutions (training-of-the-trainers for sustainability) and national medicine regulatory authorities (practical training to change policy into practice) by using existing structures in Ethiopia, Kenya, Tanzania, and Rwanda.

Within these projects, Pharmacy and Poisons Board in Collaboration with the University of Nairobi. School of Pharmacy will play a role in supporting the development a PV roadmap for the future and in building PV capacity both for PV professionals as well as undergraduate medical and pharmacy student.

Job Type: Full Time

Qualification: Bachelor's degree in Public Health, Pharmacy or Business Administration/Management

Location: Nairobi

Job Field: Project Coordinator

Salary Scale: Ksh 80,0000- 120,000

The project director shall closely with the PI and Co-Investigators to ensure study activities are accomplished satisfactorily and timely. He/She will provide administrative and programmatic support for functions vital to the operation for EDCTP project, including availability of office equipment and supplies, receiving of all items and as well as functioning communication systems. In addition, s/he will be responsible for making appointments and follow-up calls to the stakeholders and will maintain costs, travel and project activity related documentation.

Specific Responsibilities

- I. Provide administrative, programmatic and logistics support to the PROFORMA Project including taking minutes at meetings, preparing and formatting documents, correspondence and reports, drafting and sending faxes,
- II. Set up and maintaining filing systems,
- III. Prepare activity requests and budgets for meetings, trainings and workshops including arranging travel and any other required administrative and logistics support.
- IV. Manage expenditure of funds for activities, including payment of per diems, reimbursements and other expenses including reconciliation.
- V. Maintain database of participants for all training activities funded by the project.
- VI. Provide inputs for regular Project reporting.
- VII. Manage project/office inventory, including regular checking and update of registers in accordance with PPB and EDCTP PROFORMA inventory records requirements.
- VIII. Implement, guide and supervise the day-to-day activities related to the execution of this project, including preparation of annual work plans and study site budgets;
- IX. Provide guidance on all matters pertaining to the smooth operations of the Project, in accordance with procedures and obligations specified under the project agreement;
- X. Upon request by the Principal Investigator, shall produce, sign and submit technical reports, financial documentation and accounts, procurement requests, etc.) per requirements of the project agreement.
- XI. Ensure a timely activity reporting from field work
- XII. Participate in the refining of the data collection tools

Qualifications

- Minimum of Bachelor's degree in Public Health, Pharmacy or Business Administration/Management
- Minimum of 3 years' equivalent experience in project administration work with public health projects
- Strong organizational skills, attention to detail, and ability to work under time constraints and meet deadlines, and to work independently and within policies and procedures.
- Good communication skills – both written and oral
- Those with previous experience in handling Pharmacovigilance related activities will have an added advantage.
- Have analytical and decision-making skills;

Method of Application

Applicants are invited to submit their applications alongside detailed curriculum vitae, copies of academic testimonials and a copy of national identity card. Applications should be sent in a plain and sealed envelope with a clear mark of the position applied for and deposited or sent to the Pharmacy and Poisons Board through the address below:

Registrar Pharmacy and Poisons Board P.O Box 27663-00506 Nairobi

Only shortlisted applicants will be contacted. The Board is an equal opportunity employer.

The closing date is on 20th July, 2018 at 4.00pm