

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.

JOB TITLE- PHARMACOVIGILANCE OFFICER (X1)

JOB PURPOSE

Reporting to the Manager, Pharmacovigilance Officer, your role will primarily be to carry out the day-to-day activities of the department such as collection and assessment of drug reaction (ADR) reports as per the Authority's operating procedure, provision of medicines information to healthcare professionals and collaborate with all stakeholders in carrying out pharmacovigilance activities.

RESPONSIBILITIES

1. To organize meetings with stakeholders and update them on BoMRA initiatives and any new regulations in safety monitoring of medical products.
2. Distribution/collection of ADR forms to/from health facilities and pharmacovigilance centres.
3. Receive, capture and analyze suspected adverse drug reaction reports; compile reports and recommend action for adverse drug reactions received
4. Flag up early warning signs of adverse effects of medicines.
5. Prepare, evaluate and provide progress on assignments to the Manager.
6. Work on review and approval process of clinical trials of new, current and variant medicines and related medical products.
7. Review and prepare observations of medicines promotional materials used by pharma companies to promote their products.

Academic qualifications: You will have BSc in Pharmacy, Human Medicine, Nursing Science, Pharmacology, Toxicology, and Veterinary Medicine from a recognized institution.

Experience: At least three (3) years relevant work experience. Previous work experience in pharmacovigilance or post marketing surveillance of medicines is an added advantage; basic knowledge and understanding of Pharmacovigilance.

Competencies: Good knowledge of pharmaceutical regulatory issues; benefit risk management knowledge of medicines; ability to participate in field activities, and good knowledge of ICT applications; high level of Integrity; attention to detail; excellent communication and interpersonal and analytical skills; ability to write clear and comprehensive technical reports; team player, ability to plan and work independently, interpersonal skills, understanding of pharmacology and therapeutics of modern medicines, Willingness to learn on the job.

JOB TITLE-ACCOUNTANT (X1)

JOB PURPOSE

To organise and supervise the processing of Accounting records and information of the Company, to ensure the accurate and timely production of Accounts in accordance with laid down procedures and schedules, accounting policies and standards, and customer expectations.

JOB RESPONSIBILITIES

1. Reconciling various accounts and financial summaries to external documentation and internal control accounts; identifies and resolves anomalies and queries.
2. Checking the accuracy of the account codes relating to financial documentation and resolving coding queries; recommends the establishment of additional codes and queries to facilitate accurate processing and recording of financial information and the generation of appropriate reports.
3. Preparing monthly and periodic analysis and reports of expenditure and revenue against budget and establishing reasons for variances; alerts senior

4. staff on significant changes, deviations, and other variances from forecasts and budgets.
4. Assists in the preparation of the expenditure budget and ensures that the approved expenditure budget is entered into the accounting system.
5. Reviews payment documentation to ensure accuracy and that expenditures are authorised; processes for payment.
6. Responsible for the monthly preparation of monthly management accounts and financial reports and prepares analysis of financial information as directed.
7. Prepares monthly, quarterly and annual analysis of creditors and debtors and resolves creditors' and debtors' queries.
8. Liaises with internal/ external auditor during interim and final audit.

Academic Qualifications: Degree in Accounting or related field; and a Professional qualification in Finance and Accounting

Experience: 3 years' experience in the Accounting field, Experience post degree qualification in a computerised accounting environment
Competencies:

JOB TITLE- IMPORT & EXPORT OFFICER (X1)

JOB PURPOSE

The Officer's overall responsibility is to ensure that human and veterinary medicines and other health commodities that are imported into or exported out of Botswana are registered or have been exempted from registration.

JOB RESPONSIBILITIES

1. Ensures that all imported and exported medicines, cosmetics and medical devices are authorised
2. Ensures that all importers are duly licensed
3. Process approvals for importing/exporting
4. Maintains and updates import/export databases and records
5. Monitors import/export activities of importers
6. Assists supervisor in collaborations with law enforcement officers
7. Perform any other tasks or duties required by the Licensing and compliance department

Academic Qualifications: Holder of a Diploma in pharmacy; proficiency in written and spoken English.

Work experience: 2 years in a pharmaceutical environment.
Essential skills: good communication and interpersonal skills; and good knowledge of ICT applications;

Competencies: Ability to write clear and comprehensive technical reports; team work.

JOB TITLE-REGULATORY OFFICER- INSPECTIONS (X2)

JOB PURPOSE

To carry out inspections of any premises or activities which deal in research, manufacturing, marketing, dispensing, distribution, storage or handling, import or export of medical products, cosmetics and related substances for compliance with the Medicines and Related Substances Act (MRSA) and regulations.

JOB RESPONSIBILITIES

1. To inspect pharmaceutical manufacturing facilities within the country and abroad for compliance with Good Manufacturing Practices and report on findings with recommendations for certification.
2. To inspect local pharmaceutical premises where medicines and related substances are stored, used, handled, dispensed, or sold, and any vehicle,

3. transshipment, or receptacle in which medicines are transported for compliance against relevant guidelines and report on findings with recommendations.
3. To perform consignment verification checks to facilitate the importation and exportation of medicines medical devices and cosmetics, and related substances, for compliance with set guidelines.
4. To contribute to the development and documentation of processes, procedures and guidelines that facilitate the implementation of the inspection and licensing mandate.
5. To periodically prepare reports for the assigned activities of the Inspections and licensing department.
6. To issue importation and exportation authorization for medicines and related substances in compliance with MRSA requirements.
7. To perform verification checks on all permits issued for the importation and exportation of medicines and related substances in compliance with MRSA requirements.
8. To follow up on complaints/reports related to inspection and licensing activities as assigned.
9. To provide information and intelligence to enforcement officers for further investigation.
10. To perform assigned stakeholders' engagement activities to facilitate compliance to requirements set in accordance with MRSA and regulations thereto.
11. To support enforcement function on the activities that may require the involvement of the inspection and licensing unit contribution.
12. To provide customer service in line with established service standards
13. Prepare licenses for complying premises following an inspection.
14. To support Post Marketing Surveillance activities by implementing the sampling frame and following up on recalls.
15. Implement a collaborative agreement between BoMRA and identified stakeholders to facilitate the mandate of inspection and licensing.
16. To undertake any other responsibilities, tasks or activities as may be assigned from time to time in line with BoMRA mandate.

Academic Qualifications: The ideal candidate should hold a Bachelor's degree in Pharmacy, Veterinary, Medicine, Biomedical sciences or related health Sciences. A qualification in Law from a recognized Institution will be an added advantage.

Work experience: At least three years of working experience in a reputable pharmaceutical establishment; Previous experience in regulatory affairs is an advantage

Essential skills: Good knowledge of pharmaceutical regulatory issues; knowledge of aspects of Botswana and regional medicines policies, and legislative system governing pharmaceuticals; and good knowledge of ICT applications;
Competencies: High level of Integrity; Keen attention to detail; excellent communication and interpersonal skills; ability to write clear and comprehensive technical reports; teamwork.

If you believe that you have the above capabilities, meet the minimum requirements and would like to 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: 18 August 2023. Only short-listed candidates will be contacted.