



## PHARMACY AND POISONS BOARD

### VACANCY ANNOUNCEMENT

The Pharmacy and Poisons Board (PPB) is Kenya's National Medicines Regulatory Authority established in 1957 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 Medical Products and Health Technologies.

To enhance its oversight of clinical research, PPB invites applications from qualified and experienced experts to serve on the Expert Committee on Clinical Trials (ECCT).

**Position Title:** Member, Expert Committee on Clinical Trials (ECCT)

**Number of Positions:** Thirteen (13)

**Terms of Service:** Ad hoc, as required

**Tenure:** Three (3) years, renewable

### JOB SPECIFICATION

Members of the ECCT will support PPB by providing independent, high-quality scientific and technical advice on clinical trials conducted in Kenya. The committee advises on regulatory decisions and plays a key role in strengthening the country's clinical trials oversight system.

### JOB PURPOSE

The ECCT member shall provide timely, high-quality scientific advice to the Chief Executive Officer on all matters relating to clinical trials, in accordance with the Pharmacy and Poisons Act, the Clinical Trials (Conduct of Clinical Trials) Rules, 2022, and relevant guidelines.

### DUTIES AND RESPONSIBILITIES

1. Providing expert recommendations to PPB on clinical trial protocols and study reports.
2. Recommending regulatory actions, including approval, suspension, or halting of ongoing clinical trials.
3. Advising on proposed amendments to approved clinical trial protocols.

4. Reviewing findings from Good Clinical Practice (GCP) inspections of trial sites, CROs, and sponsors, and offering regulatory recommendations.
5. Providing guidance on regional and international joint reviews of clinical trial applications.
6. Periodically assessing Kenya's clinical trials regulatory system and recommending improvements.
7. Advising on the development or revision of clinical trial guidelines and legislation, in alignment with WHO standards and GCP requirements.
8. Offering expert input on all matters related to the regulation of clinical trials in Kenya.
9. Contributing to the development, maintenance, and enhancement of the Kenya Clinical Trials Registry.
10. Undertaking any other functions necessary to support the objectives and mandate of the Committee.

## **REQUIRED QUALIFICATIONS**

1. Have a Master's Degree in Pharmacy, Medicine, or any health-related field from a recognized university. Relevant areas include (but are not limited to): Pharmacovigilance, Pharmacoepidemiology, Pharmacology/Clinical Pharmacology, Toxicology/Clinical Toxicology, Pharmacotherapeutics, Drug Development, Clinical Trials, Genetics, Biotechnology, Biostatistics/Medical Statistics, Non-Communicable Diseases, Immunology, Medical Devices, Clinical Pharmacy, Paediatrics, Obstetrics and Gynaecology, Epidemiology, Pathology, Internal Medicine, Vaccinology, Tropical and Infectious Diseases, Neglected Tropical Diseases, Oncology, Cardiology, Cosmetology, Biomedical Technology.
2. Preference will be given to applicants with a PhD in any of the above fields.
3. At least five (5) years of relevant experience in safety and risk assessment within their area of expertise.
4. Prior experience in the design, conduct, or monitoring of clinical trials will be an added advantage.
5. Be registered with a relevant Professional body and, possess valid practicing license where applicable;
6. Proficiency in computer applications; and
7. Fulfill the requirements of Chapter Six (6) of the Constitution.

## **Application Procedure**

Interested and qualified candidates should follow the link <https://web.pharmacyboardkenya.org/careers> for a step-to-step process of the application procedure.

## **Method of application**

The candidates should submit the following documents:

1. Cover letter detailing the area of specialization and duration of expertise.
2. Detailed Curriculum Vitae
3. Copies of academic testimonials
4. Copy of National Identity Card

## **Application Procedure**

### **Quick Guiding Steps**

1. Access the careers page using the following link;  
<https://hr.pharmacyboardkenya.org>
2. Click the 'Pharmacists registration number' (where applicable).
3. Choose the position you are applying for from the drop-down provided
4. Fill out all the mandatory areas and upload the required documents. All documents uploaded should be in pdf and named appropriately.
5. Click the 'submit' button and logout.

## **IMPORTANT NOTICE**

1. The Online Recruitment and Selection system allows applicants to amend/revisit their application(s) at any time BEFORE the Advert Closure time. Once submitted, the application cannot be amended.
2. Please note that it is an offence to give false or misleading information to the PPB.
3. Canvassing will lead to automatic disqualification.
4. Shortlisted candidates will be contacted and required to avail their original and certified copies of relevant certificates, detailed Curriculum Vitae, and original national identity card during the interview.
5. Persons with disability, female candidates, marginalized and minority groups are encouraged to apply.
6. Successful candidates will be required to submit clearance certificates from KRA; EACC; Credit Reference Bureau and the Kenya Police as per Chapter Six of the Constitution.

7. PPB does not charge any fee in the recruitment process.

*NB: Pharmacy and Poisons Board is an equal opportunity employer and is committed to diversity and gender equality. Canvassing will lead to automatic disqualification.*

Applications should reach the PPB on or before **12<sup>th</sup> January, 2026** at 11:59 pm, EAT. Only shortlisted candidates will be contacted.

### **Inquiries**

Send an email to: [recruitment@pharmacyboardkenya.org](mailto:recruitment@pharmacyboardkenya.org). Please include your ID and full name.