



**MINISTRY OF HEALTH
PHARMACY AND POISONS BOARD**

VACANCY ANNOUNCEMENT

The Pharmacy and Poisons Board ("the Board") is Kenya's National Medicines Regulatory Authority, established under Section 3 of the Pharmacy and Poisons Act, Cap 244 of the Laws of Kenya. The Board is mandated to protect and promote public health by regulating the pharmacy profession and ensuring the availability, safety, quality, and efficacy of health products and technologies (HPTs) in Kenya.

In line with its strategic objectives and commitment to strengthening regulatory capacity, the Board invites suitably qualified candidates to apply for the following positions:

1) Position: Senior Accountant (1 Position)

Job Grade: PPB 5

Experience: Served as an Accountant for a minimum period of four (4) years

Terms of Service: Permanent and continuous

a) Job Specifications

Duties and responsibilities

- i) Advising, implementing and interpreting financial policies and regulations
- ii) Implementing and reviewing of policies, rules, regulations and corporate strategies for sound financial management system
- iii) Providing input in the preparation of the Board's budget
- iv) Preparing projected cash flow requirements for the Board
- v) Ensuring proper and optimal financial control systems are in place
- vi) Monitoring accurate recording of financial transactions
- vii) Responding to audit queries
- viii) Carrying out financial analysis
- ix) Initiating the preparation of financial expenditure returns
- x) Ensuring debit collection
- xi) Supervising credit control
- xii) Collecting and collating data on financial estimates;

- xiii) Determining aggregate of the Board
- xiv) Maintaining accurate books of investment funds and revenue accounting
- xv) Compiling revenue reports
- xvi) Undertaking performance measurement within the department
- xvii) Coordinating the allocations within budget programmes
- xviii) Preparing development of Budget Policy and Policy analysis and the overall financial management and control of voted funds
- xix) Planning and budgeting for the Board

b) Person Specifications

For appointment to this grade a candidate must have:

- i) Served in the grade of Accountant for a minimum period of four (4) years
- ii) Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Administration (Accounting Option) or equivalent qualification from a recognized Institution; Business Administration (Accounting option) Plus Part II of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution;
- iii) Membership of Institute of Certified Public Accountants Kenya (ICPAK);
- iv) Proficiency in computer applications; and
- v) Have demonstrated merit and ability as reflected in work performance and results.
- vi) Fulfilled the requirements of Chapter Six of the constitution.

2) Position: Regulatory Officers (6 Positions)

Job Grade: PPB 6

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specification:

Duties and Responsibilities:

- i) Collating and analysing statistical data to assist in the review of guidelines, standards, infrastructure, tools, and procedures for the control of clinical trials, medicines information and monitoring of

medical products and health technologies in the market after registration

- ii) Initiating the process of registration and monitoring of clinical trials; initiating the assessment of application dossiers for compliance; initiating assessment of safety reports for causality; initiating the process of registration and monitoring of clinical trials; initiating the assessment of application dossiers for compliance; initiating assessment of safety reports for causality
- iii) Preparing analytical reports on calibration and validation of laboratory instruments, standardization of chemical reagents and validation of testing methods
- iv) Scrutinizing and processing samples and tests on medical products and health technologies
- v) Preparing reports on market complaints relating to quality of medical
- vi) products and health technologies;
- vii) Verifying samples, specifications and test materials
- viii) Maintaining statistical data on certificates of analysis issued to client
- ix) Participating in the development of induction modules in the area of specialization verifying analytical data on emerging trends in regard to quality control

b) Person Specifications

For appointment to this grade, a candidate must: -

- i) Bachelor's degree in any of the following disciplines: Pharmacy (B. Pharm), Microbiology, Analytical Chemistry, Medical Laboratory Technology or any other equivalent from a recognized Institution
- ii) Proficiency in computer applications.
- iii) Fulfilled the requirements of Chapter Six of the constitution.

OR

- i) A minimum of eight (8) years relevant work experience
- ii) Diploma in Pharmacy;
- iii) Proficiency in computer applications
- iv) Fulfilled the requirements of Chapter Six of the Constitution

3) Position: Security Officer (1 Position)

Job Grade: PPB 6

Terms of Service: Permanent and continuous

a) Job Specifications

Duties and responsibilities at this level will entail assisting in;

- i) Conducting Security inspections within the Board's premises;
- ii) Detecting, investigating, preventing and preparing reports of crimes;
- iii) Maintaining close liaison with the local administration and National Police personnel and other relevant security agencies on security matters.;
- iv) Implementing security directives and recommendations;
- v) Undertaking security emergency operations;
- vi) Undertaking identification, screening, authorization and reporting of staff and clients accessing PPB facility;
- vii) Controlling crowd;
- viii) Detaining unauthorized persons, vehicles and other items;
- ix) Preparing security documents and related information;
- x) Implementing security emergency operations;
- xi) Ensuring security of institutional property, staff and other stakeholders; and
- xii) Supervising security staff and outsourced security staff.

b) Person Specifications

For appointment to this grade a candidate must have: -

- i) Served in the grade of Senior Assistant Security Officer for a minimum period of four (4) years.
- ii) Bachelors in any of the following disciplines: - Security Studies,
- iii) Criminology and Criminal Justice or equivalent qualification from a
- iv) recognized institution;
- v) Valid Certificate of good conduct from the National Police Service;
- vi) Proficiency in computer applications;
- vii) Fulfilled the requirements of Chapter Six of the constitution.

4) Position: Human Resource Officer/Senior (1 Position)

Job Grade: PPB 6

Terms of Service: Permanent and continuous

a) Job Specifications

Duties and responsibilities

- i) Verifying information relating to recruitment and performance management
- ii) Assist in payroll administration
- iii) Implementing human resource decision within existing regulations
- iv) Compile agenda and minutes for Management Human Resource Advisory Committees
- v) Updating human resource records in an accurate and timely manner
- vi) Processing and monitoring employee leave records
- vii) Drafting correspondences
- viii) Processing and monitoring employee leave records
- ix) Undertaking payroll administration and implementing payroll updates
- x) Maintaining an up-to-date employee list
- xi) Implementing and maintaining employee trainings
- xii) Participating in staff placement and transfers
- xiii) Participating in the staff recruitment process
- xiv) Updating employees' files as need be
- xv) Participating in staff exit management
- xvi) Carrying out the various HR services roles as per the QMS requirements
- xvii) Participating in the PPBs career progression activities

b) Person Specifications

For appointment to this grade a candidate must have:

- i) Bachelor's Degree in any of the following disciplines: Human Resource Management, Industrial Relations or equivalent qualification from a recognized Institution or a Bachelor's degree in any of the Social Sciences plus a Diploma in Human Resource Management from a recognized institution; and
- ii) Be proficient in computer applications.
- iii) A member of the IHRM

5) Position: Administrative Officer/ Senior (1 Position)

Job Grade: PPB 6

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specifications

Duties and responsibilities at this level will entail assisting in:

- i) Preparing monthly and periodic reports
- ii) Ensuring general cleanliness of stations and workplace environment
- iii) Identifying and reporting on assets requiring repairs;
- iv) Ensuring continuous and adequate supply of office requirements;
- v) Providing cross-functional administrative services;
- vi) Maintaining health and safety standards and identifying any hazards or risks;
- vii) Monitoring location and movement of equipment;
- viii) Ensuring timely servicing of office machines/equipment;
- ix) Preparing transport schedules;
- x) Maintaining schedules and vehicle inventory;
- xi) Maintaining and filing work tickets
- xii) Preparing reports on vehicle maintenance and fuel.

b) Person Specifications

For appointment to this grade a candidate must have:

- i) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration/Management or its equivalent qualification from a recognized institution
- ii) Proficiency in computer applications;
- iii) Fulfilled the requirements of Chapter Six of the Constitution.

6) Position: Legal Officer (1 Position)

Job Grade: PPB 6

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specification:

Duties and responsibilities at this level will entail:

- i) Preparing legal opinions: providing and interpreting legal information;
- ii) Conducting training and disseminating appropriate legal information to staff;
- iii) Reviewing and drafting contracts, agreements internal policies and ensuring that they are in compliance with all statutory or legal requirements;
- iv) Handling pre-litigation legal disputes and inquiries;
- v) Participating in policy development and advising on legal policy issues;
- vi) Developing legal documents/instruments;
- vii) Coordinating stakeholders' consultations;
- viii) Ensuring compliance with principles and values of good governance;
- ix) Implementing strategic plans and objectives in respect to the legal function;
- x) Providing legal risk reviews and providing legal advice;
- xi) Reviewing ongoing cases and advising management accordingly;
- xii) Providing and interpreting legal information;
- xiii) Conducting training and disseminating appropriate legal information to staff;
- xiv) Reviewing and drafting contracts, agreements internal policies;
- xv) Ensuring they are in compliance with all statutory or legal requirements;
- xvi) Handling pre-litigation legal disputes and inquiries;
- xvii) Coordinating external legal mandates to investigate and resolve potential legal issues with regard to financial instruments issued by donors; and
- xviii) Participating in developing and ensuring compliance with the PPB's collaboration and partnership policy framework and strategy.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) Bachelor of Laws (LL. B) degree from a recognized institution;
- ii) Post graduate Diploma in Legal Studies (Advocates Training Programme) from the Council of Legal Education;
- iv) Membership to the Law Society of Kenya (LSK) and the Institute of Certified Public Secretaries of Kenya (ICPS (K);
- v) Been admitted as an Advocate of the High Court of Kenya;
- vi) Current Advocates Practicing Certificate; and
- vii) Proficiency in computer applications.

7) Position: Assistant Administrative Officer (1 Position)

Job Grade: PPB 8

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specification:

Duties and responsibilities will entail assisting in:

- i) Processing monthly and periodic reports on administrative issues
- ii) Entering data on assets requiring repairs
- iii) Collecting and compiling data for monitoring location and movement of equipment
- iv) Assisting in ensuring general cleanliness of stations and workplace environment
- v) Ensuring timely servicing of office machines.

For appointment to this grade, a candidate must have:

- i) Diploma in any of the following disciplines: Public Administration, Business Management/ Administration or equivalent qualification from a recognized institution
- ii) Proficiency in computer applications
- iii) Fulfilled the requirements of Chapter Six of the Constitution.

8) Position: Assistant Record Officer (1 Position)

Job Grade: PPB 8

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specification

Duties and responsibilities will entail assisting in:

- i) Receiving, opening, sorting and dispatching mails;
- ii) Maintaining registers for incoming and outgoing mails;
- iii) Ensuring security of files and documents;
- iv) Ensuring pending correspondences are brought to the attention of supervisor for appropriate action;
- v) Preparing appraisal and disposal schedule of files and documents in liaison with relevant stakeholders;
- vi) Maintaining the registry; and
- vii) Responsible for archival and safe keeping of all documents.

Person Specifications

For appointment to this grade, a candidate must have:

- i) Diploma in any of the following disciplines: Information Science, Records Management and Information Technology, Archives and Records Management or equivalent qualification from a recognized institution;
- ii) Proficiency in computer applications
- iii) Fulfilled the requirements of Chapter Six of the Constitution.

9) Position: Corporate Communication Officer (1 Position)

Job Grade: PPB 6

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specifications

Duties and responsibilities at this level will entail assisting in;

- i) Developing, implementing and reviewing of communications, customer and branding strategies to support PPB's objectives;
- ii) Supporting activities to enhance the corporate image of PPB;
- iii) Monitoring internal and external media communication functions
- iv) Protocol management;
- v) Organizing Board planned events and functions;
- vi) Developing and reviewing content for media publicity, speeches, publications, and Information, Education and Communication (IEC) materials;
- vii) Carrying out public awareness programmes;
- viii) Developing and reviewing content to update PPB website and social media platforms in liaison with relevant functional areas;
- ix) Supporting implementation of PPB Corporate Social Responsibility (CSR) initiatives and preparing reports;
- x) Coordinating response related to customer enquiries by receiving, analyzing and sharing feedback;
- xi) Reviewing and submitting periodic reports; and
- xii) Reviewing of edited multimedia footage and publicity materials.

b) Person Specifications

For appointment to this grade a candidate must have: -

- i) Served in the grade of Senior Assistant Customer Care Officer for a minimum period of four (4) years;
- ii) Bachelor's Degree in any of the following disciplines: Mass Communications, Communication Studies, Journalism, Public Relations, International Relations or equivalent qualification from a recognized institution;
- iii) Proficiency in computer applications
- iv) Demonstrated merit and ability as reflected in work performance and results
- v) Fulfilled the requirements of Chapter Six of the Constitution.

10) Position: Senior Assistant Customer Care Officer (1 Position)

Job Grade: PPB 7

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specification:

Duties and Responsibilities at this level will entail assisting in;

- i) Receiving and channeling incoming calls to the respective destinations;
- ii) Booking outgoing calls and facilitate conversations between callers and receivers;
- iii) Carrying out routine testing of exchange lines and switchboard facilities;
- iv) Ensuring that defective equipment is repaired accordingly;
- v) Maintaining records of telephone equipment and peripherals;
- vi) Updating the calls register by recording the necessary details of calls;
- vii) Confirming visitors' identification documents;
- viii) Responding to customer enquiries and directing them to the respective destinations;
- ix) Maintaining a register on all complaints raised by customers / visitors;
- x) Providing good customer care service.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) Diploma in any of the following disciplines: - Mass Communications, Customer Care, Public Relations or equivalent qualification from a recognized institution
- ii) Proficiency in computer applications
- iii) Fulfilled the requirements of Chapter Six of the Constitution

11) Position: Assistant Customer Care Officer/Senior (1 Position)

Job Grade: PPB 8

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specification:

Duties and Responsibilities

- i) Receiving and channeling incoming calls to the respective destinations;
- ii) Booking outgoing calls and facilitate conversations between callers and receivers;
- iii) Carrying out routine testing of exchange lines and switchboard facilities;
- iv) Ensuring that defective equipment is repaired accordingly;
- v) Maintaining records of telephone equipment and peripherals;
- vi) Updating the calls register by recording the necessary details of calls;
- vii) Confirming visitors' identification documents;
- viii) Responding to customer enquiries and directing them to the respective destinations;
- ix) Maintaining a register on all complaints raised by customers / visitors;
- x) Providing good customer care service.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) Served in the grade of Assistant Corporate Communication Officer for a minimum period of four (4) years;
- ii) Diploma in any of the following disciplines: - Mass Communications; Customer Care; Public Relations or equivalent qualification from a recognized institution;
- iii) Proficiency in computer application
- iv) Demonstrated merit and ability as reflected in work performance and results.

12) Position: Assistant Research & Development Officer (1 Position)

Job Grade: PPB 6

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specification:

Duties and responsibilities will entail:

- i) Collecting and collating data to support research and innovations;
- ii) Drafting research proposals and concept papers for research projects and programmes;
- iii) Preparing regular updates on emerging Regulatory Science and Innovations;
- iv) Compiling data on research findings for decision making;
- v) Updating database of all research materials (paper and electronic);
- vi) Participating in research workshops, seminars and external excursions organized by the Board;
- vii) Compiling and submitting report of the work assigned by a senior officer;
- viii) Preparing monthly, quarterly and annual departmental reports;
- ix) Participating in committee meetings as assigned by a senior officer;
- x) Participating in research and development programs in liaison with other members of department;
- xi) Participating in preparation of R&D project reports and presents them to stakeholders for decision making and for improvement of PPB processes;
- xii) Disseminating R&D results for use by stakeholders; and
- xiii) Analyzing emerging trends in respect to research and Development;

b) Person Specification

For appointment to this grade, a candidate must:

- i) Have Bachelor's degree in any of the following disciplines: Pharmacy (B. Pharm), Medicine and Surgery (MBChB), Biomedical Engineering, Nutrition and Dietetics, Food Science and Technology, Micro Biology, Analytical Chemistry,

- Medical Laboratory Technology, Cosmetology, Economics, Statistics or any other equivalent and relevant qualification from a recognized Institution; and
- ii) Be proficient in computer applications.

13) Position: Quality Management System Officer (1 Position)

Job Grade: PPB 6

Job Type: Full time

Terms of Service: Permanent and continuous

a) Job Specification:

Duties and responsibilities will entail:

- i) Implementing and maintaining the PPB Quality Management System (QMS) in accordance with ISO 9001 and other applicable international standards;
- ii) Coordinating the development, review, updating, control, and maintenance of QMS documentation in line with approved policies and procedures;
- iii) Uploading, updating, and maintaining QMS documents, records, minutes, and corrective action plans in the quality management system software;
- iv) Sensitizing and training staff on QMS documentation requirements, ISO 9001 standards, and quality management system processes;
- v) Monitoring, evaluating, and reviewing the implementation and continued suitability of the QMS, and recommending areas for improvement;
- vi) Participating in the planning and implementation of internal quality audits in liaison with the Senior Quality Management Systems Officer;
- vii) Conducting internal audits as per approved audit plans and established quality management procedures;
- viii) Compiling, analysing, and preparing audit findings and reports to determine levels of compliance and opportunities for improvement;
- ix) Monitoring, following up, and reporting on the implementation and close-out of corrective and preventive action plans (CAPA) arising from internal and external audits;
- x) Compiling and analysing customer complaints and customer service charter performance data, monitoring compliance with

service delivery timelines, and preparing reports for submission to the Senior Quality Management Systems Office;

b) Person Specification

For appointment to this grade, a candidate must:

- i) Bachelors' Degree in Sciences or Social Sciences/business administration or its equivalent from a recognized institution;
- ii) Be proficient in computer applications.

- 14) Position:** Assistant Office Administrators, Regional Offices (5 Positions)
Job Grade: PPB 8
Job Type: Full time
Terms of Service: Permanent and continuous

a) Job Specification:

Duties and responsibilities will entail assisting in

- i) Recording information in shorthand and transcribing in typewritten form;
- ii) Processing data and managing e-office;
- iii) Operating office equipment;
- iv) Ensuring security of office equipment, documents and records;
- v) Attending to visitors/clients;
- vi) Handling telephone calls and appointments;
- vii) Managing office petty cash;
- viii) Ensuring good office layout.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) Diploma in Secretarial Studies from the Kenya National Examinations Council; or
- ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -
 - a) Typewriting II (minimum 40 w.p.m) / Computerized Document Processing II;
 - b) Business English I/Communications I;
 - c) Office Practice I;
 - d) Commerce I;
- iii) Proficiency in computer applications.