



MINISTRY OF HEALTH
PHARMACY AND POISONS BOARD

ADVERTISEMENT

CHIEF EXECUTIVE OFFICER

The Pharmacy and Poisons Board is the National 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.

The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all drugs, chemical substances and medical devices, locally manufactured, imported, exported, distributed, sold, or used, to ensure the protection of the consumer as envisaged by the laws regulating drugs in force in Kenya.

In order to effectively discharge its mandate, the Board needs to hire a Chief Executive Officer, who shall among other things be responsible to the Board for the day to day management of the organization.

Applications are invited for suitably qualified candidates to fill the position of the Chief Executive Officer.

Duties and Responsibilities:

- Formulate policies, rules, regulations, guidelines and corporate strategies under the law governing the activities of the Board;
- Management of the business and affairs of the Board;
- Implementation of the law governing the activities of the Board;
- Provide strategic leadership to all functional areas of the Pharmacy and Poisons Board and execute all the decisions and directives of the Board;
- Review, approve and oversee the implementation of strategic plans, business plans, annual work plans and budgets of the Board;
- Make periodic reports of the Board to the appointing Authority through the Board of Directors;
- Analyze trends affecting the Board's mandate and resource requirements in order to facilitate the achievement of its mission and vision; and
- Foster partnerships with key stakeholders in the Pharmaceutical Sector;

Key Qualification and Competencies

- Must be a Kenyan Citizen
- Be a holder of a Pharmacy degree and relevant Master's degree from a recognized University
- Be registered to practice pharmacy in Kenya, belongs to the professional body of registered pharmacists and holder of a current practicing license
- Have knowledge, skills and experience of not less than 15 years of pharmacy practice, with at least 5 years served in a senior management or leadership position at the Board or in a similar organization
- Have a Strategic Leadership Development Programme and Corporate Governance Certification from a recognized institution
- Have a thorough understanding of the local and international trends in the regulation of pharmacy profession, medical products and health technologies

All applicants shall be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including:

- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance Certificate from the Higher Education Loans Board;
- Clearance from the Ethics and Anti-Corruption Commission;
- Report from an Approved Credit Reference Bureau;

The successful candidate will get an attractive remuneration package and benefits. This appointment is on contractual terms lasting for a period of four (4) years and is renewable for another term subject to good performance.

Method of application

All qualified candidates should submit ten hard (10) copies of their applications together with updated curriculum vitae, certified true copies of academic and professional certificates, testimonials, current remuneration, email and telephone contacts of at least three (3) referees conversant with your qualifications and experience.

All applications should be forwarded to chairman@pharmacyboardkenya.org and the following address not later than 7th February 2019.

The Chairman
Pharmacy and Poisons Board
Lenana Road, Opp. DOD
New Building, 4th Floor
P.O. Box 27663, 00506
Nairobi

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