

TERMS OF REFERENCE FOR THE RECRUITMENT OF TWO TECHNICAL OFFICERS

GENERAL INFORMATION

Services/Work Description : Recruitment of Consultant for technical activities of NMQAL

Project Title : Consultant Service

Post Title : Technical Officer

Duty Station : On site (National Medicines Quality Assurance Laboratory (NMQAL), National Medicines Regulatory Authority (NMRA)/
On line

Duration : 03 months' period
(may be subject to change based on the decision of the NMRA)

Expected Start Date : After Signing the Contract and inception meeting

1. **BACKGROUND** : Due to limited number of technical staff at NMQAL, technical activities which require expert scientific skills are lagging behind. E.g. In-house analytical method evaluation, method validation. For the time being to cover up above areas, NMRA is seeking for two Technical Officers in consultancy basis, to carry out technical activities which urgently require at NMQAL.

2. **SCOPE OF ASSIGNMENT**: Technical Officers in consultation with NMQAL will perform the evaluation of In-house analytical methods with validation reports in the registration dossiers.

3. DELIVERABLES

- The contracted individual is expected to submit evaluation report for In-house analytical methods (chemical and microbiological).
- Expected outcome – 8 evaluation reports per week per person (may be subject to change after recruitment)

4. INSTITUTIONAL ARRANGEMENT:

The hired consultant will directly be under the supervision of the CEO/ NMRA.

Evaluation Reports will be submitted to the Director/NMQAL in a timely manner.

5. EXPECTED DURATION OF ASSIGNMENT

3 months and extendable based on annual performance evaluation. The individual, therefore, is required to prepare and submit the entire plan in a way that allows the achievement of deliverables.

6. QUALIFICATION/EXPERIENCE

The successful officer shall meet the following minimum criteria:

A. Educational Qualifications of the Successful Contractor:

- Post-graduate degree in Scientific disciplines including chemical, microbiological, pharmaceutical sciences or related subjects.

B. EXPERIENCE:

- Minimum 10 years of experience in analytical laboratories involves in the areas given in the scope.
- In-depth and proven knowledge and experience to deliver the expected deliverables.
- Knowledge in international pharmaceutical standards (e.g., ICH), regulations and NMRA policies.

C. COMPETENCIES:

- Strong analytical skills with conceptual understanding.
- Strong, proven functional skills in analytical writing, and producing reports.
- Excellent demonstrated ability to be flexible and work under tight deadlines in an independent working environment.
- High level of communication and interpersonal skills.
- Good understanding of NMQAL common system and policies.
- Demonstrates commitment to the NMQAL/NMRA mission, vision and values.
- Consistently approaches work with energy and a positive, constructive attitude.