



RWANDA FDA

Rwanda Food and Drugs Authority

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JOB DESCRIPTION

Food and Drugs Inspection and Compliance Division (20)

1. Division Manager (1)

Reports to: Head of Food & Drugs Inspection and safety Monitoring department

Direct Reports: Analyst, Specialist

Salary Scale: 2.III

Job Location: Head office

Job Purpose:

-To lead, direct and coordinate the functions and activities of the Food and Drugs Inspections & Compliance Division.

Duties and Responsibilities:

-To coordinate the evaluation of applications for licenses of premises for the manufacture, sale, and distribution of products regulated by the Rwanda FDA.

-To Coordinate good manufacturing practice (GMP) inspections for premises used for the manufacture of pharmaceuticals; and good distribution practice (GDP) inspections for wholesale and retail pharmacies.

-To Participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered by the Division are established and implemented.

-To Coordinate the development of guidelines, manuals, standard operating procedures (SOPs) and other quality management system documents for the Division.

-To Coordinate the development of activity plans and budgets for the Division and ensure effective budget management with the objective of cost saving.

-To Identify, analyze and minimize risks to avoid negative impact on the achievement of objectives and targets of the Division in particular and Rwanda FDA in general.

-To Manage, mentor, and develop the capacity of staff in the Inspections and Compliance Division.

-To Collaborate with other Divisions in furtherance of the vision, mission and strategic objectives of Rwanda FDA.

-To Perform any other duties as assigned by the direct supervisor.

2. Drugs Inspection & Compliance Analyst (1)

Reports to: Division Manager, Drugs, Food Inspections & Compliance

Direct Reports: None

Salary Scale: 2. III

Directorate: Food and Drugs Inspection and compliance Division

Location: Head Office, Kigali

Job Purpose

- To lead the inspections for premises used for the manufacture of pharmaceuticals; and good distribution practice (GDP) inspections for wholesale and retail pharmacies.

Duties and Responsibilities:

-To lead the evaluation of applications for licenses of premises for the manufacture, sale, and distribution of pharmaceutical products.

-To Participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered by the Division are established and implemented.

-To Coordinate the development of guidelines, manuals, standard operating procedures (SOPs) and other quality management system documents for the Division.

-To Collaborate with other Divisions in furtherance of the vision, mission and strategic objectives of Rwanda FDA.

-To Perform any other duties as assigned by the direct supervisor.

3. Foods Inspection & Compliance Analyst (1)

Reports to: Division Manager, Drugs, Food Inspections & Compliance

Direct Reports: None

Salary Scale: 2.III

Division: Food and Drugs Inspection and Compliance Division

Location: Head Office, Kigali

Job Purpose

-To lead good inspections for premises used for the manufacture of food products; and good distribution practice (GDP) inspections for food products wholesale and food outlets.

Duties and Responsibilities:

-To lead the evaluation of applications for licenses of premises for the manufacture, sale, and distribution of products regulated by the Rwanda FDA.

- To Participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered by the Division are established and implemented.
- To Coordinate the development of guidelines, manuals, standard operating procedures (SOPs) and other quality management system documents for the Division.
- To Collaborate with other Divisions in furtherance of the vision, mission and strategic objectives of Rwanda FDA.
- To Perform any other duties as assigned by the direct supervisor.

4. GMP & GLP Inspection Analyst (5)

Reports to: Division Manager, Drugs, Food Inspections & Compliance

Direct Reports: None

Salary Scale: 2.III

Division: Food and Drugs Inspection and Compliance Division

Location: Head Office, Kigali

Job Purpose

- To Coordinate Good Manufacturing practice (GMP) inspections for premises used for the manufacture of pharmaceuticals; and good distribution practice (GDP) inspections for wholesale and retail pharmacies.

Duties and Responsibilities:

- To Receive and evaluate GMP applications for manufacturing premises involved in distribution and sale of products regulated by the Rwanda FDA.
- To conduct Good Manufacturing Practice (GMP) inspections for premises used for the manufacture of pharmaceuticals and food products
- To Participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered by the Division are established and implemented.
- To Coordinate the development of guidelines, manuals, standard operating procedures (SOPs) and other quality management system documents for the Division.
- To implement approved strategic and business plans, including the achievement of performance targets
- To write GMP audit reports
- To maintain and update the register of GMP inspected facilities
- To Perform any other duties as assigned by the direct supervisor.

5. Cosmetics & Household Chemicals Establishment Inspection Specialist (2)

Reports to: Division Manager, Drugs, Food Inspections & Compliance

Direct Reports: None

Salary Scale: 3.II

Division: Food and Drugs Inspection and Compliance Division

Location: Head Office, Kigali

Job Purpose

-To conduct inspections of Cosmetics & Household Chemicals premises in a timely manner so as to meet the set service delivery performance targets.

Duties and Responsibilities

-To Receive, evaluate and process applications for inspection and licensing of premises for the manufacture, sale of distribution of Cosmetics & Household Chemicals.

-To Plan and implement inspections for premises used for the manufacture of pharmaceuticals; and good distribution practice (GDP) of Cosmetics & Household Chemicals.

-To Coordinate the delivery of quality services to customers on schedule, including the achievement of service delivery performance targets.

-To Carry out inspections to ensure that licences to practice are valid, the required records are kept for the regulated products, dispensed prescriptions originate from duly qualified practitioners.

-To Conduct post-marketing surveillance activities, including random sampling of medical products for quality control testing and to ensure that drugs on the market are registered by the Rwanda FDA.

-To Maintain a register of premises for Cosmetics & Household Chemicals

-To Prepare status reports on inspections carried out, and licenses and certificates issued.

-To participate in training activities related to inspections.

-To Participate in the development of guidelines, manuals, standard operating procedures (SOPs) and other QMS documents for the Rwanda FDA.

-To Participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered Rwanda FDA are established and implemented.

-To Perform any other duties as assigned by the supervisor.

6. Pharmaceutical Establishment Licensing Specialist (3)

Reports to: Division Manager, Drugs, Food Inspections & Compliance

Direct Reports: None

Salary Scale: 3.II

Division: Food and Drugs Inspection and Compliance Division

Location: Head Office, Kigali

Job Purpose

-To conduct inspections of medical products premises in a timely manner so as to meet the set service delivery performance targets.

Duties and Responsibilities

-To Receive, evaluate and process applications for inspection and licensing of premises for the manufacture, sale of distribution of medical products.

-To participate in Good Manufacturing Practice (GMP) inspections for premises used for the manufacture of pharmaceuticals; and good distribution practice (GDP) inspections for wholesale and retail pharmacies.

- To ensure delivery of quality services to customers on schedule, including the achievement of service delivery performance targets.
- To Carry out inspections to ensure that licences to practice pharmacy are valid, the required records are kept for the regulated products, dispensed prescriptions originate from duly qualified practitioners.
- To Conduct post-marketing surveillance activities, including random sampling of medical products for quality control testing and to ensure that drugs on the market are registered by the Rwanda FDA.
- To Maintain a register of all manufacturers, wholesale and retail pharmacies.
- To Monitor the rates of consumption of Dangerous Drugs (narcotics) in all medical institutions and submit quarterly reports.
- To Prepare status reports on inspections carried out, and licenses and certificates issued.
- To Support and supervise training activities related to inspections.
- To Participate in the development of guidelines, manuals, standard operating procedures (SOPs) and other QMS documents for the Rwanda FDA.
- To Participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered Rwanda FDA are established and implemented.
- To Perform any other duties as assigned by the supervisor.

7. Food Industry and Outlets Inspection & Compliance Specialist (4)

Reports to: Division Manager, Drugs, Food Inspections & Compliance

Direct Reports: None

Salary Scale: 3.II

Division: Food and Drugs Inspection and compliance Division

Location: Head Office, Kigali

Job Purpose

- To coordinate inspections of processed foods premises in a timely manner so as to meet the set service delivery performance targets.

Duties and Responsibilities

- To Receive, evaluate and process applications for inspection and licensing of premises for the manufacture, sale or distribution of processed foods.
- To Plan and implement good manufacturing practice (GMP) inspections for premises used for the manufacture of processed foods; and good distribution practice (GDP) inspections for wholesale and retail of processed foods.
- To Coordinate the delivery of quality services to customers on schedule, including the achievement of service delivery performance targets.
- To Conduct post-marketing surveillance activities, including random sampling of processed foods for quality control testing and to ensure that the processed foods on the market are registered by the Rwanda FDA.
- To Maintain a register of industries, wholesalers and retailers of processed foods.

- To prepare status reports on inspections carried out, and licenses and certificates issued.
- To Support and supervise training activities related to inspections.
- To participate in the development of guidelines, manuals, standard operating procedures (SOPs) and other QMS documents for the Rwanda FDA.
- To Participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered Rwanda FDA are established and implemented.
- To implement approved strategic and action plans, including the achievement of performance targets
- To Perform any other duties as assigned by the supervisor.

8. Food Establishment Licensing Specialist (3)

Reports to: Division Manager, Drugs, Food Inspections & Compliance

Direct Reports: None

Salary Scale: 3.II

Directorate : Food and Drugs Inspection and compliance Division

Location: Head Office, Kigali

Job Purpose

- To conduct inspections of processed foods premises in a timely manner so as to meet the set service delivery performance targets.

Duties and Responsibilities

- To Receive, evaluate and process applications for inspection and licensing of premises for the manufacture, sale of distribution of processed foods.
- To Plan and implement inspections for premise licensing used for the manufacture, wholesale and retail of processed foods; and good distribution practice (GDP) inspections for wholesale and retail of processed foods.
- To ensure the delivery of quality services to customers on schedule, including the achievement of service delivery performance targets.
- To Conduct post-marketing surveillance activities, including random sampling of processed foods for quality control testing and to ensures that the processed foods on the market are registered by the Rwanda FDA.
- To Maintain a register of industries, wholesalers and retailers of processed foods.
- To prepare status reports on inspections carried out, and licenses and certificates issued.
- To participate in training activities related to inspections.
- To Participate in the development of guidelines, manuals, standard operating procedures (SOPs) and other QMS documents for the Rwanda FDA.
- To Participate in the development, implementation and maintenance of quality management system to ensure that processes, systems and procedures needed for quality enhancement of the services offered Rwanda FDA are established and implemented.
- To Perform any other duties as assigned by the supervisor.