

FELIX MUNGAI

Senior Associate, Regulatory Compliance & Registration

Product Development & Registration | Regulatory Compliance | Active ingredient Defense & a.i. Hazard & Risk Assessment | Detail-oriented | Strategy Development & Execution | Stakeholder & Vendor Management | Knowledge of Regulatory Standards | Analytical and Conceptual skills | Team Leadership | Exceptional Communication skills

Tel: +254 721 138 067 | Email: mungaifelix@gmail.com | Location: Nairobi, Kenya

PROFESSIONAL PROFILE

Dedicated and results-oriented Regulatory Affairs Expert with over 7 years' experience in dealing with registration and product development in Kenya and East Africa Region. Enthusiastic executive with strong background in preparation, submission, and actively monitoring submission packages as well as develop and maintain existing product registrations. Possess deep knowledge and understanding of raw material chemistry, product development, product registration and implementation of registration Standards. Astute leader with strong background of working effectively with cross functional teams to ensure operational excellence as well as knowledgeable about all phases of development, production and post-production. Possesses seasoned abilities including a knack for identifying of operational issues and the methods to address them. Strong skills in Windows-based software packages (Word, Excel, PowerPoint) and knowledge of SAP systems.

Professional Strengths:

- ☑ **Product Development:** Superb at coming up with registration strategies to create a stream of innovative offerings that disrupt the competition and delight customers.
- ☑ **Communication Acuity:** Ability to perceive industry-specific jargon within the context of a client's or management's verbal discourse.
- ☑ **Strategic Management:** An excellent planner and strategy builder with experience creating detailed work plans which identify and sequence activities needed to successfully complete a project.
- ☑ **Relationship Management Virtuoso:** Leverages on Interpersonal skills to establish rapport with stakeholders and partners to manage expectations, deliver quality services and meet objectives.
- ☑ **Team Leadership and Management:** Able to build relationships with colleagues, coach team members to explore their full potential and align teammates toward a common goal.

PROFESSIONAL EXPERIENCE

Senior Associate, Registration and Regulatory Compliance, East Africa | 2022 to Date

SC Johnson & Son, Nairobi

Key Contributions:

- ☑ Prepares, submits, and actively monitors submission packages as well as develop and maintain existing product registrations.
- ☑ Maintains current, accurate, and accessible information concerning the registration and regulatory status and priorities of products and provides useful advice as requested by staff and departmental management.
- ☑ Provides summary and analysis of new regulations and developing regulatory trends. Provides comments to the business, authorities, Trade Associations when and where appropriate.
- ☑ Negotiates with regulatory authorities on specific projects and larger areas of policy to achieve results favorable to SCJ.
- ☑ Develop registration strategies to support business objectives.
- ☑ Monitor changing regulation and policy to make recommendations to management on portfolio management.
- ☑ Integrated Management System - support and implement Integrated management systems initiatives in the department.

Registration and Product Development Officer | 2015 to 2022

HighChem Group, Nairobi

Key Contributions:

- ✓ Managing cross-functional team and stakeholder communication, and oversaw product registration from inception to commercialization.
- ✓ Initiating product registration strategies and maintaining current, accurate, and accessible information on the registration and regulatory status
- ✓ Providing technical support and training to Customers and sales team on product stewardship, safety and standards.
- ✓ Marketing of products and development of marketing materials (Product knowledge dissemination)
- ✓ Provide useful technical advice as required by staff and departmental management.
- ✓ Formulating and managing of Technical, Regulatory Affairs and Compliance Budget
- ✓ Registration of products in Kenya and other African Countries through the respective Regulatory Authorities.
- ✓ Safety, Security and Risk Assessment of products and Defense of active ingredients under review.
- ✓ Representing the Company in Trade associations and Technical committees – Kenya Bureau of Standards (KEBS), Kenya Association of Manufacturers (KAM), Agrochemicals Association of Kenya (AAK) and Pest Management Association of Kenya (PEMAK) TC's
- ✓ Corresponding with International Products Manufacturers and Suppliers and partner research organizations that conduct trials

Key Achievements:

- ✓ Registered over 34 pest control products with PCPB in Kenya thereby increasing Crop Protection product's sales from 6 million per annum in 2014 to 87 million actual sales in 2021 against a budget of 169 million
- ✓ Registered 5 crop protection products with the Agricultural Chemical Board (ACB) and 4 Public health products at the National Drug Authority (NDA) in Uganda
- ✓ Registered over 47 trademarks with Kenya Industrial Property Institute (KIPI)
- ✓ Obtained KEBS Standardization Mark for 7 Consumer products

Technical Registration Officer | 2014 To 2015

Oak Medica Ltd, Nairobi

Key Contributions:

- ✓ Ensured timely application for operational licenses for both Regulatory and Statutory
- ✓ Worked with cross-functional teams in registration of agrochemical products and Trademarks
- ✓ Maintained company's registration applications and registration certificates database.
- ✓ Providing training and technical support of the sales team.
- ✓ Registered animal health products through coordination with appointed consultants.
- ✓ Managed Product Development process and maintained budget.
- ✓ Established the Company and its products and developed marketing strategies.

Key Achievements:

- ✓ Developed 18 Products from inception, registration, introduction to point of distribution for Oak Medica Ltd thereby increasing revenue for the company from zero in 2014 to 67 million in 2021 against a budget of 125 million.
- ✓ Registered over 17 Trademarks for different products in Hygiene, Agriculture and veterinary sector.
- ✓ Collaborated with the web designer to develop an operational company website: www.oakmedica.co.ke
- ✓ Obtained membership for Oak Medica Ltd in the Agrochemicals Association of Kenya (AAK)

Community Development Intern | 2013 – 2014

Anglican Development Services of Mt. Kenya East (ADSMKE), Embu

Key Achievements:

- ✓ Developed and implemented a Sustainability Farm Plan that generated a turnover of over Ksh.7 million to the organization.
- ✓ Trained over 1000 farmers through farmer group trainings
- ✓ Developed an M&E Matrix for Agricultural Sector Development Support Program (ASDSP) in the Value Chain Development programme through the M&E Thematic working group.

Intern | August – September 2012

Ministry of Agriculture, Kibwezi District

- ✓ Facilitated farmer trainings in the field on water harvesting and conservation and farm management and good agricultural practices
- ✓ Inspired and motivated youths and women to participate in Agriculture
- ✓ Trained on implementation of government dry lands' projects e.g. Improved Food Security for ASALs Project (IFSAP)

EDUCATION

Bachelor of Science in Agriculture | 2009-2013

University of Nairobi

PROFESSIONAL TRAINING

- ✓ Project Management Professional Certification Course | Vantage Africa – School of Leadership | July-August 2021
- ✓ Waste Management and Circular Economy | United Nations Institute of Training and Research, (UNITAR/SEPA) | December 2021
- ✓ Business and the 2030 Agenda | Working together towards a Sustainable Future, (UNITAR) | January – February 2022
- ✓ Leadership and Good Governance | Africa Biblical Leadership Initiative (Bible Society of Kenya and Emerging Leaders Foundation) | June - December 2020
- ✓ International Training Course on Organic Agriculture (ITCOA) | (Makerere University, Uganda) | May – August 2012

MEMBERSHIP & LEADERSHIP

Member, KEBS/TC 049 Disinfectants & Bleaches Technical Committee & KEBS/TC 060 Pesticides Technical committee, | 2019 – 2021 Kenya Bureau of Standards (KEBS)

Key Contributions:

- ✓ Prepared and maintained standards in relation to Disinfectants, Bleaches & pesticides standardization

Member, Regulatory, Policy and Standards Sub-committee (RPSSC) | 2020 to Date

Agrochemicals Association of Kenya (AAK/CropLife (K) Ltd)

Key Achievements:

- ✓ Developed a draft shelf life and revalidation guidelines to aid in reducing the pesticides waste because of expiry of products.

Member, Occupational Safety and Health Sub-committee | 2018 to Date

HighChem Group

Key contributions:

- ✓ Developed Occupational Safety Procedures at the work place

- ☑ Conducted Risk Assessment for the work place and instituted in place changes to make the work place better

President, ABLI 2020 Cohort | 2020 to Date

Africa Biblical Leadership Institute (ABLI)

Key Achievements:

- ☑ Elected as the President of ABLI 2020 Cohort
- ☑ Successfully planned and executed a Tree Planting and Growing Initiative and Campaign

Member, Industry Taskforce for Review of the Recommendations of the Parliamentary Committee on Petition 70 of 2019 | 2019 to Date

Agrochemicals Industry and Pest Control Products Board (PCPB)

Key Achievements:

- ☑ We successfully developed in consultation with the Pest Control Products Board (PCPB), a review procedure and data requirements to facilitate the review of molecules,
- ☑ Developed terms of reference for Review Committees,
- ☑ Develop active ingredient review action plan and budget among others

Member, Pesticide Technical Working Group | 2019 to Date

Agrochemicals Association of Kenya (AAK/CropLife (K) Ltd)

Key Achievements:

- ☑ Successfully prepared and spearheaded a counter strategy against the anti-pesticides campaign that is ongoing.
- ☑ Mobilized the industry to support the initiative in kind
- ☑ Participated in a team that developed write up's and presentations for updating the industry on the campaigns.

Member, Anti-Counterfeit Steering Committee | 2018 to Date

Agrochemicals Association of Kenya (AAK/CropLife (K) Ltd)

Key Achievements:

- ☑ Successfully coxswained HighChem towards Accreditation Scheme by AAK
- ☑ As a team developed strategies to reduce the level of counterfeiting in the industry from 20% to less than 10%

Member, ISO 9001:2015 QMS Management Committee | 2017 to Date

HighChem Group

Key Achievements:

- ☑ Spearheaded for registration and attained HighChem Group ISO 9001:2015 Certification in 2018
- ☑ Oversaw retention of Certification through surveillance audits and continual improvement

CONFERENCES/WORKSHOPS AND TRAININGS ATTENDED

- ☑ Information Security Awareness at Chemical Facilities and Laboratories Workshop | Pacific Northwest National Laboratory/USA/OWMDT | 18 th Aug. 2021
- ☑ Know Your Customers Best Practices for Agrochemical Industries in Kenya | Kenya Chemicals Society/SNL/CSP | 3rd – 5th March 2020
- ☑ Crop Grouping Sensitization Workshop | AAK/CropLife Kenya | 22nd January 2020
- ☑ Risk Mitigation Approaches for Effective Management of Pesticides | AAK/CropLife Kenya | 25th October 2019
- ☑ Occupational Safety Health & Environment Training (OSHE) | Diverse Ecosafety Consultants | 9th – 12th Sept 2019

- ✓ Sustainable Chemical Security and Substitution in Kenya | Kenya Chemicals Society, CRDFGLOBAL/CSP | 30th April – 2nd May 2019
- ✓ Training of Trainers (TOT) Manual Curriculum Development | AAK/CropLife Kenya | 11th – 13th March 2019
- ✓ Risk Mitigation Approaches for Sound Management of Pesticides | AAK/CropLife Kenya | 6th – 7th Aug 2018
- ✓ Globally Harmonized System (GHS) of Classification and Labelling of Pest Control Products Workshop | AAK/CropLife Kenya | 13th June 2018
- ✓ National Multi-Stakeholder Consultation on East African Community Harmonized Pesticide Management Guidelines | Pest Control Products Board (PCPB) | 15th -16th Jan 2018
- ✓ Training of Trainers (TOT) | AAK/CropLife Kenya | 20th – 24th Nov. 2017
- ✓ Regional Workshop on Risk Assessment and Trade Impact for Agricultural Commodities (Agro-chemicals Association of Kenya | AAK)/CropLife Kenya | 28th - 29th March 2017
- ✓ Regulatory and Technical Staff Sensitization Seminar | AAK/CropLife Kenya | 2nd December 2016
- ✓ Intellectual Property Rights Holders' Forum | Anti-Counterfeit Agency (ACA) | 20th May 2015
- ✓ Occupational First Aid | HighChem East Africa Ltd | 16th – 17th Jan 2015

PROJECTS

ISO 9001:2015 Certification and Recertification | 2017-2021, 2021-2024

Key Contributions:

- ✓ As a member of the ISO 9001:2015 Team, prepared and documented various Standard Operating Procedures (SOP) which enhanced smooth operations reducing overall process time
- ✓ Ensured compliance of HighChem Group to the regulatory and statutory requirements
- ✓ Certification opened opportunities for toll manufacturing contract with the multinational company, Reckitt Benckiser

Inhouse Manufacturing of Veterinary Pharmaceuticals Products

Key Contributions:

- ✓ Played a key regulatory and compliance role in the GMP Subcommittee to bring insights on matters of compliance of the facility and ensure the facility is approved for issuance of GMP Certification Status.
- ✓ The project improved products profit margins by 40% - 50% through own manufacturing.

REFEREES

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