



# External Advert

The under-listed vacant job positions are open for suitably qualified applicants to express interest. This advertisement runs from **Friday 26<sup>th</sup> June 2020** and closes at **5:00 PM on Thursday 9<sup>th</sup> July 2020**.

## 1. Head Human Resource & Administration

**Vacancy :** One (1)  
**Directorate:** Corporate Services  
**Reports to :** Director Corporate Services  
**Direct reports:** Administration Manager, Fleet Management Officer, Principal HR Officers, Registry Officer.  
**Salary scale :** NDA C  
**Location :** Head Office

### Job purpose

The position is responsible for the planning, development, coordination and implementation of HR Strategy, policies, procedures and guidelines that will support achievement of NDA mandate in compliance with the labour laws and other statutory requirements.

The Head of Human Resources & Administration will also contribute to the strategic direction of National Drug Authority and be responsible for supervision, capacity-building and performance of the department to ensure effective delivery of HR and administration service.

### Duties and Responsibilities

- a) Contribute to the development of an organizational culture that reflects the mandate of NDA, promotes high performance, encourages team building, innovation, and contributes to the delivery of results to the public and relevant development partners.
- b) Ensure that line managers understand and appropriately lead the management of performance of employees through effective performance planning, regular reviews and conducting annual appraisal process in time.
- c) Design and manage staffing strategies to ensure that the organization plans, attracts, and retains a motivated and qualified workforce capable of meeting organizational challenges
- d) Provide professional advice and support to management to enable effective management of human resources in their respective Directorates.

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- e) Oversee the staff compensation system and monitor both the internal equity and external market competitiveness of staff remuneration;
- f) Ensure Human Resource practices are fair, equitable, and consistent and comply with the Employment Act and other National labour laws.
- g) Oversee management of NDA office premises, assets, office support operations and supplies.
- h) Lead the preparation of the HR & Administration department annual workplan and budget, monitor its utilization to ensure value for money in all departmental transactions.
- i) Supervise the provision of general administrative and logistical support to the organization ensuring optimal utilization of resources.
- j) Oversee the transport & administration function including use and maintenance of vehicles, fuel consumption, service and maintenance of generators and offer related support to the regional offices.
- k) Manage, mentor, and develop the capacity of staff in the Human Resources & Administration department, ensuring that they understand their responsibilities and are supported to perform their roles
- l) Ensure effective management of all tasks related to day-to-day HR management and Administration.
- m) Undertake any other responsibilities, tasks or activities which may be assigned from time to time by the supervisor.

### **Education Qualifications**

- a) A Master's degree with a specialization in Human Resource Management from a recognized institution.
- b) A Bachelor 's Degree in at least one of the following areas: Human Resource Management, Bachelor of Arts (Social Sciences), Bachelor of Social Work & Social Administration.

### **Added advantage**

Possession of a post-graduate Diploma in Human Resources Management is an added advantage

### **Minimum Experience**

A minimum of 10 years of experience in Human Resource field in a reputable organization with at least 5 years as a Manager or at senior management level.

### **Additional Requirements**

- a) High level of integrity and credibility

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- b) High level of professional people management and customer care skills.
- c) Strong organization, supervisory, problem-solving, interpersonal, communication, team building, analytical and negotiation skills.
- d) Experience in the developing and implementation of HR policies and programs.
- e) Membership to relevant professional bodies
- f) Ability to initiate and lead Change management strategies

## **2. Manager Public Relations**

<b>Vacancy:</b>	<b>One (1)</b>
<b>Directorate:</b>	Office of the Secretary to the Authority
<b>Reports to:</b>	Secretary to the Authority
<b>Direct reports:</b>	Public Relations Officer
<b>Salary scale:</b>	NDA D
<b>Location:</b>	Head Office.

### **Job Purpose**

To continuously enhance and protect the image of National Drug Authority (NDA) with an unwavering focus on building and maintaining NDA's reputation.

### **Duties and Responsibilities**

- a) Manage the Public Relations Unit by formulating short and long term Public relations and Communication strategies and supervise implementation of such plans.
- b) Increase public awareness of NDA's vision and strategies, value propositions and develop NDA's corporate image and identity.
- c) Identify main client groups and audiences and determine the best way to reach them.
- d) Monitor, track and advise on all NDA / medicines regulatory news related articles and releases.
- e) Grow and manage NDA's social media content.
- f) Monitor stakeholder dialogue and feedback, synthesize and make recommendations for action
- g) Establish and maintain relationships with key media outlets.
- h) Coordinate the management of crisis communications related to NDA's regulatory mandate.
- i) Develop, review and implement communication and public relations policy, guidelines and Standard Operating Procedures
- j) Prepare periodic reports outlining the performance of the unit.

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- k) Undertake any other responsibilities, tasks or activities as may be assigned from time to time.

### **Education Qualifications**

Bachelor's Degree in any of the following: Mass Communication, Journalism, Public Relations, Pharmacy, Health Sciences, **and** a Masters in either Public Relations, Mass Communication, MBA, Public Health, and Marketing.

### **Experience**

A minimum of eight (8) years working experience, five (5) of which should have been as a Public Relations / Communications manager in a reputable organization.

### **Additional Requirements**

- a) Excellent written and oral communication skills.
- b) Flexible and able to respond effectively to unforeseen workplace circumstances.
- c) High maturity of character with high levels of confidentiality.
- d) Knowledge and experience using Microsoft Computer applications.

## **3. Equipment Maintenance Officer**

**Vacancies:** One (1)  
**Directorate:** Directory of Laboratory Services  
**Reports to:** Manager Medical Devices  
**Direct reports:** Lab Assistants and Technicians  
**Salary scale:** NDA F  
**Location:** Directorate of Laboratory Services-Mulago.

### **Job Purpose:**

To play an integral role in developing and maintaining a system to effectively manage highly specialized laboratory equipment. This system will cover the equipment throughout its lifecycle from installation, qualification, to managing preventative maintenance and calibrations, and overseeing unplanned maintenance activities.

### **Duties and Responsibilities:**

- a) Establish a system for tracking and trending planned and unplanned equipment maintenance activities.
- b) Rapidly responds to unplanned maintenance activities and performs or oversees required servicing.

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- c) Responsible for preventive maintenance to ensure schedules are maintained, planned and performed in a timely manner.
- d) Evaluates the need for external contracting arrangements with vendors/manufacturers.
- e) Recommends, Implements and Evaluates laboratory equipment maintenance policies, procedures, methods and standards to increase overall reliability and uptime of laboratory equipment.
- f) Maintains an up to-date library of required service manuals and technical update sheets.
- g) Ensures equipment is maintained cost effectively and in accordance with the manufacturers recommended practice and that equipment under warranty is managed so as not to invalidate the manufacturer's warranty.
- h) Prepare monthly reports on the condition of all equipment in the department and advise on the required equipment repairs that may require to be carried out by contractors.
- i) Provide advice on any cost saving ideas and recommendations involved in the maintenance operation.
- j) Shall be responsible for the retrieval and appropriate storage of obsolete equipment pending due disposal processes.
- k) Participate in the development of Standard Operating Procedures (SOPs) for the operation of a wide range of equipment in the directorate.
- l) Prepare specifications and initiate requisitions for the procurement of new equipment / replacement of spare parts as required

### **Education Qualifications**

Bachelor's degree in any of the following: Mechanical, Electrical, IT, Electronic and Instrumentation Engineering, Biomedical Engineering.

### **Additional Requirements:**

- a) Good understanding of International (ISO 17025 & WHO GPPQCL) and national Norms, Standards and practices as they relate to drug regulation, laboratory testing and calibration.
- b) Awareness of Health & Safety policies and laboratory safety rules
- c) Demonstrated success managing equipment in a laboratory environment with high volume, high quality laboratory processes
- d) Basic knowledge of laboratory equipment including automated systems.
- e) Demonstrates the highest level of ethics and integrity.
- f) Ability to work independently and demonstrate a high degree of personal & professional initiative.
- g) Problem solving ability - able to develop creative, practical solutions that meet business objectives.
- h) Excellent time management skills; able to manage multiple competing priorities simultaneously

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#### 4. Laboratory Assistant

**Vacancies:** One (1)  
**Directorate:** Directory of Laboratory Services  
**Reports to:** Laboratory Technicians  
**Direct reports:** N/A  
**Salary scale:** NDA H  
**Location:** Directorate of Laboratory Services-Mulago.

#### **Job Purpose:**

To take custody of laboratory supplies and clean laboratory equipment

#### **Duties and Responsibilities:**

- a) Ensure safe custody of laboratory equipment and supplies
- b) Ensure cleanliness of laboratory equipment in accordance with written procedures.
- c) Distill water and prepare chemical reagents for use in testing of samples
- d) Receive samples for testing from the data clerk and delivers them to the laboratory.
- e) Deliver samples to the retention stores for proper storage
- f) Participate in sample preparation for attribute sampling
- g) Daily verification of pH meters and analytical balances.
- h) Participate in laboratory quality management system activities as required.
- i) Ensure good housekeeping practices, cleaning of glassware, and cleaning of laboratory testing areas.
- j) Any other duties as assigned from time to time

#### **Education:**

- Ordinary Diploma in Laboratory Technology (Chemistry) from a reputable Institution.

#### ***Application Procedure:***

Please submit a cover letter, copies of your academic qualifications together with your Curriculum Vitae (CV) not later than **5. 00p.m on Thursday 9<sup>th</sup> July 2020** to;

**The Secretary to the Authority, National Drug Authority,  
Plot 19, Rume Towers, Lumumba Avenue,  
P. O. Box 23096 Kampala, Uganda**

**Safe Drugs Save Lives**

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