



**National
Pharmacy
Council**

Kigali, August 19, 2019

JOB ADVERTISEMENT

The National Pharmacy Council is an independent statutory organization accountable for the regulation of pharmacy profession and it plays an advisory role to the Ministry of Health and the pharmacy institutions training programmes on all matters related to the pharmacy profession. It was set up by the Law No 45/2012 of 14/01/2013 relating to the organization, functioning and competence of the council of pharmacists.

The NPC is governed by an elected National Council Board. In order to carry out its mission, the Bureau of the National Council Board shall be assisted in its daily activities by a Permanent Secretary.

The Permanent Secretary is the senior management officer of the council. The PS serves as the leader and maintains an effective and cohesive senior management team for the council; sets the tone for the council by exemplifying consistent values of high ethical standards and fairness: leads the council in defining its vision; and bears the chief responsibility in ensuring the council meets its short-term operational and long-term strategic goals. The PS works with and is accountable to the bureau of the National Council Board.

The National Pharmacy council of Rwanda is seeking to recruit a Permanent Secretary to be based in Nyarugenge-Kigali City.

DUTIES AND RESPONSIBILITIES

The responsibilities of the Permanent Secretary include:

- ✓ Ensure smooth running of the office of the council and manage daily requests at the council
- ✓ Achieve financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- ✓ Manage the pharmacists and pharmacy technicians register.
- ✓ Ensure availability of certificate of registration and license to practice for registered pharmacists and pharmacy technicians.
- ✓ Lead, plan and implement national pharmacy council action plan as approved by the board



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- ✓ Maintain office services by organizing office operations and procedures; reviewing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions
 - ✓ Implement office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
 - ✓ Completes operational requirements by scheduling and assigning employees; following up on work results.
 - ✓ Keep the bureau and board informed by reviewing and analyzing special reports; summarizing information; identifying trends
 - ✓ Maintain office staff job results by coaching and mentoring employees as needed; planning, monitoring, and appraising performance results
 - ✓ Advise the bureau on the implementation of the action plan and any necessary adjustment needed
 - ✓ Perform any other tasks as assigned by the bureau

QUALIFICATIONS AND REQUIREMENTS

EDUCATION:

Required:

A Bachelor degree in Pharmacy

Preferred:

MPH, MBA or master's level degree in a health-related field is preferred.

EXPERIENCE:

Required:

Six plus (6+) years of progressively responsible, related experience is required.

Preferred:





- ✓ Demonstrated managerial and organizational skills with the flexibility to adapt to changing priorities and deadlines.
- ✓ Experience in professional regulation is strongly preferred.

KNOWLEDGE AND SKILLS:

- ✓ Demonstrated leadership and management abilities.
- ✓ Demonstrated strategic planning and visioning skills.
- ✓ Demonstrated ability to build and maintain relationships with senior-level colleagues, particularly interacting productively, proactively, and comfortably with NPC stakeholders
- ✓ Demonstrated strategic agility, diplomacy, conflict management, team building, written and oral communication, and negotiation skills.
- ✓ Excellent writing and presentation skills in English are required, along with good French.
- ✓ Strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- ✓ Computer literate and a friendly user of most Microsoft Office programmes

Applications composed of a cover letter addressed to the Chairperson of the National Pharmacy Council, Curriculum Vitae, proof of working experience, copy of the degree and copy license to practice should be submitted not later than **August 23, 2019 at 2:00pm** at the secretariat of National Pharmacy Council located in Nyarugenge District, KN2 Avenue, MIC Building. Only shortlisted applicants will be contacted for further assessment.




NYINAWINKINDI Marie Claire
Ag Registrar