



**National
Pharmacy
Council**

Kigali, 25 NOV 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 programs 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.

National Pharmacy council of Rwanda is seeking to recruit a **Professional Operations Manager** and a **Finance and administrative assistant** to be based in Nyarugenge-Kigali City.

1. PROFESSIONAL OPERATIONS MANAGER

Duties and Responsibilities

The responsibilities of the Professional Operations Manager include:

Registrations and Licensing

- Coordinate all activities relating to the planning, organizing, coordinating and providing guidance in establishing, developing and maintaining universally acceptable standards in registration of pharmacy professionals
- Responsible for the timeous execution of the registration and licensing of pharmacy professionals

Education and CPD

- Responsible for the effective management of Continuous Professional Development program.
- Coordinate all activities relating to the planning, organizing, coordinating and providing guidance in establishing, developing and maintaining universally acceptable standards in pharmacy education and matters connected thereof.



Telephone: (+250)784614601

E-mail: info@pharmacycouncil.rw, rwandanpc@gmail.com

PO Box: 1858-Kigali, Rwanda

KN2 Avenue, Nyarugenge, Kigali



Practice and conduct

- Coordinate all activities relating to the planning, organizing, coordinating and providing guidance in establishing, developing and maintaining universally acceptable standards in pharmacy practice and professional conduct
- Evaluate and ensure the development of policies and procedures for misconduct case management
- Manage the complaints and investigation process in regards to professional conduct

Management

- Deputize the Permanent Secretary in ensuring smooth running of the office of the council
- Manage staff and overseeing the day-to-day activities of the Professional affairs department of the NPC
- Participate in the development of NPC action plan
- Prepare, or as appropriate supervise the preparation of, progress reports, quarterly reports, annual reports, and other reports that may be required by the Permanent Secretary

Qualifications and requirements

- A Bachelor degree in Pharmacy
- Four plus (4+) years of progressively responsible, related experience is required.

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
- Excellent writing and presentation skills in English are required, along with good French.
- Computer literate and a friendly user of most Microsoft Office programmes

2. FINANCE AND ADMINISTRATIVE ASSISTANT

Duties and Responsibilities

- Receive and orient NPC visitors and other stakeholders and ensure unequaled customer oriented service is attained.
- Perform administrative and logistical support to the NPC conference, meeting workshops, and retreats
- Assisting in updating and maintain all NPC members files, including NPC staff,



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- Collaborate with NPC staff on financial and administrative matters and ensure that all administrative and financial transactions are properly carried out and payment package is complete
 - Collect needed documentation for procurement and acquisition of services including request of quotations and proforma invoices.
 - prepare monthly payroll and other payment requests related to procurement and acquisition of services
 - Monitor NPC budget and bank account movements and financial expenditure and their conformity to the work plan and produce financial reports.
 - maintain petty cash ledger and prepare petty cash replenishment
 - work closely with Permanent Secretary in updating NPC assets inventory and maintain integrity and safeguard of assets, stock and property
 - Perform other duties as determined by the Permanent Secretary.

Qualification and requirements,

Education qualifications:

Minimum A1 in Business administration, public administration, management or any other related field with 3 years of working experience in similar job or Degree in above mentioned field with 2 years of working experience in similar job.

Technical skills:

- Computer literacy including comfortably manipulating financial management software
Excellent communication skills;
- Strong communication skills both verbal and written
- Filing skills;
- Ability to work on multiple projects simultaneously
- Ability to work with Confidential documents

Applications composed of a cover letter addressed to the chairperson of National Pharmacy Council, Curriculum Vitae, proof of working experience, copy of the degree and copy of license to practice (for pharmacists) should be submitted not later than **November 29, 2019 at 12:00pm** at the secretariat of National Pharmacy Council located in Nyarugenge District, KN2 Avenue, MIC Building. Only shortlisted applicants will be contacted for further assessment.




K. RUGAMBYA Patrick
Permanent Secretary