



National
Pharmacy
Council

Rwanda



Kigali,

11 SEPT 2021

JOB ADVERTISEMENT

The National Pharmacy council of Rwanda 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 by the Law No. 45/2012 of 14/01/2013 relating to the organization, functioning and competence of the council of pharmacists.

The National Pharmacy council of Rwanda is seeking to recruit a **Permanent Secretary/Registrar** and a **Professional Operations Manager** to be based in Kigali City.

1. PERMANENT SECRETARY AND REGISTRAR

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 registration and license certificates for registered pharmacists and pharmacy technicians.
- Lead, plan and implement national pharmacy council action plan as approved by the board
- 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



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- 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:

A master's level degree 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.



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- 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, analytical and problem solving, and the ability to work with confidential documents.

Computer literate and a friendly user of most Microsoft Office programs

2. 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



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- 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.

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

EDUCATIONAL QUALIFICATIONS:

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



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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, 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 programs

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, copy license to practice ID Copy via email: info@pharmacycouncil.rw with “Permanent Secretary “or “Professional Operations Manager “clearly indicated in the subject line. The deadline for submission of applications is **September 17, 2021, at 13:00 pm** Kigali time. Only shortlisted applicants will be contacted for interview.

