



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 287** **OSC Ref. C. 4859<sup>16</sup>**

13<sup>th</sup> November, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Scientific Officer (HPC/PHS 6)** in the **Ministry of Health and Wellness**, salary range \$2,533,543 - \$3,011,586 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The Scientific Officer is responsible for drug registration as specified by the Food and Drugs Act and Regulations 1964 and the Pharmacy Act 1966.

#### **Key Responsibilities**

- Receives Technical Data from drug manufacturers/local representatives and ensures that submission is in accordance with registration requirements;
- Appraises and evaluates Technical Data submitted by manufacturers/local representatives of drugs, cosmetics, foods and devices to determine whether the clinical claims made are scientifically supported and ensures its authenticity thereby rendering the product acceptable as deemed by established standards;
- Participates as a member of the Product Registration Committee and communicates findings regarding the above to the Committee for decision-making;
- Provides consultation for representatives from the Industry locally, regionally and internationally regarding regulatory matters on registration, sale, distribution of drugs and other products;
- Prepares licenses for submission to the Director of Standards and Regulation for approval. Advises clients of results;
- Liaises with the Government Chemist regarding validation of Analytical Reports in respect of Applications for registration of drugs and other products;
- Liaises with Chief Drug Inspector regarding the granting of licenses to manufacture pharmaceuticals to local manufacturers;
- Maintains drug Registration Records;
- Represents the Ministry of Health and Wellness at conferences, seminars on Pharmaceutical and Regulatory Affairs as requested;
- Presents talks on drug regulatory matters as well as clinical presentations to professional bodies when requested.
- Co-ordinates the activities of the Pharmacy Internship Programme on behalf of the Ministry of Health and Wellness;
- Performs other related duties as assigned by the Director, Pharmaceutical and Regulatory and Affairs Department.

#### **Required Knowledge, Skills and Competencies**

- Knowledge of Pharmacy Theory and Practice Techniques involved in the operation of a National Pharmaceutical Programme
- In depth knowledge of the regulatory framework related to the practice of Pharmacy
- Knowledge of the National Health Policies
- Knowledge of management principles and practices

#### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Pharmacy
- License as a Pharmacist with Pharmacy Council
- A minimum of seven (7) experience as a Pharmacist in the Public Healthcare System

**Special Conditions associated with the Job**

- Exposure to highly confidential and sensitive information

Applications accompanied by résumés should be submitted **no later than Thursday, 26<sup>th</sup> November, 2020 to:**

**Director  
Human Resource Management & Development  
Ministry of Health & Wellness  
10A Chelsea Avenue  
Kingston 10**

**Email: [jobs@moh.gov.jm](mailto:jobs@moh.gov.jm)**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**