ZAMBIA MEDICINES REGULATORY AUTHORITY

EMPLOYMENT OPPORTUNITIES

The Zambia Medicines Regulatory Authority (ZAMRA) is a statutory body established under the Medicines and Allied Substances Act (No. 3) of 2013, responsible for the regulation of medicine and allied Substances in Zambia. The Authority invites applications from suitably qualified Zambian citizens who are ambitious, innovative, energetic and performance-driven to apply for various positions as follows:

POSITION: PHARMACOVIGILANCE OFFICER (3)

JOB TYPE: ONE YEAR CONTRACT

LOCATION: LUSAKA

Job Purpose

The Pharmacovigilance Officer shall be responsible for ensuring the safety and efficacy of pharmaceutical products by monitoring, analyzing, and reporting adverse drug reactions (ADRs) and other drug-related problems. This role involves working closely with healthcare professionals, regulatory bodies, and pharmaceutical companies to assess and mitigate risks associated with medicinal products.

Person specifications and Qualifications

a) Full Form V/ Grade 12 School Certificate (including English and Mathematics);
b) Bachelor's degree in pharmacy, Pharmacology, Medicine, or a related field. A postgraduate degree or certification in pharmacovigilance or a related discipline is an added advantage;

c) At least 2-3 years of experience in pharmacovigilance, regulatory affairs, or a related field; and
d) Membership to relevant professional body.

Required Skills

1. Strong analytical and problem-solving skills.
2. Excellent written and verbal communication skills.
3. Ability to work independently and as part of a team.
4. Proficiency in data analysis and reporting.
5. Knowledge of pharmacovigilance regulations, guidelines, and best practices.
6. Familiarity with database management systems and software used in pharmacovigilance.

Duties and responsibilities

a) Collect, analyze, and evaluate adverse drug reaction (ADR) reports and other safety data;
b) Prepare and submit periodic safety reports, signal detection reports, and other pharmacovigilance documents to relevant stakeholders;
c) Assess potential safety risks associated with pharmaceutical products and recommend actions to minimize these risks;
d) Collaborate with other regulatory agencies and stakeholders to share safety information and best practices;
e) Ensure compliance with national and international pharmacovigilance regulations, guidelines, and standards;
f) Review and evaluate pharmacovigilance data submitted by pharmaceutical companies to ensure adherence to regulatory requirements;
g) Identify potential safety signals from ADR reports and other data sources;
h) Provide training and guidance to healthcare professionals, pharmaceutical companies, and other stakeholders on pharmacovigilance practices;
i) Communicate safety information and updates to healthcare professionals and the public as needed;
j) Work closely with other departments within the National Medicines Authority, such as regulatory affairs, inspections, and clinical trials; and

k) Engage with international pharmacovigilance organizations and participate in collaborative initiatives to enhance drug safety.

POSITION: REGISTRATION OFFICER - COSMETICS (1)

JOB TYPE: FULL TIME

LOCATION: LUSAKA

Job Purpose

The Registration Officer- Cosmetics shall be responsible for ensuring that cosmetic products meet all necessary regulatory and legal requirements for registration and market authorization, both domestically and internationally. This role combines regulatory expertise with meticulous documentation and communication to ensure product compliance and facilitate smooth market entry.

Person specifications and Qualifications

a) Full Form V/ Grade 12 School Certificate (including English and Mathematics);
a) Bachelor's degree in pharmacy, toxicology, medicine, chemistry, biochemistry, or a similar discipline;
b) At least 2-3 years of experience in Cosmetic regulation, or a related field; and
c) Membership to relevant professional body.

Skills:

1. Strong analytical and problem-solving skills;
2. Excellent written and verbal communication skills;
3. Ability to work independently and as part of a team;
4. Proficiency in data analysis and reporting;
5. Knowledge of cosmetics regulations, guidelines, and best practices; and
6. Familiarity with database management systems and software used in Cosmetics regulation.

Duties and responsibilities

(a) Undertake the maintenance of comprehensive product information files, including formulation details, ingredient lists, and safety assessments;
(b) Handle the renewal of existing product registrations and update relevant documents as needed;
(c) Conduct in-depth reviews of product formulations, ingredients, and claims to ensure they comply with local and international standards;
(d) Perform regulatory and legislative monitoring to stay informed of changes in cosmetic laws and regulations;
(e) Develop and adopt necessary regulatory tools such as guidelines, SOPs and official forms within the regulatory framework in order to standardize and improve the assessment procedures for cosmetics;
(f) Undertake dossier assessments of summary technical information of cosmetics applied for marketing approval in order to comply with the essential Principals of Safety and Performance;
(g) Undertake dossier assessments of summary technical information of cosmetics applied for marketing approval in order to comply with the essential Principals of Safety and Performance;
(h) Maintain a cosmetics register in order to provide information to stakeholders;
(i) Undertake the maintenance of cosmetics information management system in order to facilitate storage, processing, retrieval and dissemination of information;
(j) Participate in formal and informal information-sharing networks with other regulatory authorities in order to allow earlier detection of a potential problem that would be possible within a single jurisdiction and facilitate reliance upon and confidence building with other national regulatory authorities; and
(k) To carry out assessment of applications requesting marketing authorization, evaluate medicated cosmetics dossier and make recommendations for grant of Marketing Authorization.

POSITION: REGISTRATION OFFICER - MEDICAL DEVICES (2)

JOB TYPE: FULL TIME

LOCATION: LUSAKA

Job Purpose

The Registration Officer – Medical Devices shall be responsible to ensure the registration of safe, effective and quality medical devices and diagnostics on the Zambian market.

Person specifications and Qualifications

a) Full Form V/ Grade 12 School Certificate (including English and Mathematics);
b) Bachelor's degree in pharmacy, BSc in Biomedicines, or a similar discipline;
c) At least 2-3 years of experience in Medical Devices regulation, or a related field; and
d) Membership to relevant professional body.

Skills:

1. Strong analytical and problem-solving skills;
2. Excellent written and verbal communication skills;
3. Ability to work independently and as part of a team;
4. Proficiency in data analysis and reporting;
5. Knowledge of medical regulations, guidelines, and best practices; and
6. Familiarity with database management systems and software used in medical devices regulation.

Duties and responsibilities

a) Undertake the registration of medical devices for human and animal use in order to achieve compliance to set standards;
b) Participate in formal and informal information-sharing networks with other regulatory authorities in order to allow earlier detection of a potential problem than would be possible within a single jurisdiction and facilitate reliance upon and confidence building with other regulatory authorities;
c) Undertake dossier assessments of summary technical iinformation of devices applied for marketing approval in order to comply with the essential Principals of Safety and Performance;

d) Undertake Development and review of Regulations, Guidelines for medical devices and diagnostics registration in order to ensure compliance;
e) Coordinate the performance evaluation of In Vitro Diagnostics in order to ensure compliance to set standards;
f) Maintain a medical device and diagnostics register in order to provide information to stakeholders;
g) Coordinate the Technical Committee meetings on recommendation of medical devices and diagnostics registration; and
h) Undertake the maintenance of the medical devices information management system in order to facilitate storage, processing, retrieval and dissemination of information.

Interested applicants should send applications with detailed Curriculum Vitae that includes e-mail, telephone/cell phone numbers and certified copies of original certificates with three (3) traceable references to:-

The **Director-General**
Zambia Medicines Regulatory Authority
Plot No. 2350/M, Off Kenneth Kaunda International Airport Road
P.O. BOX 31890
LUSAKA

NOTE: Candidates are required to have their qualifications verified by the Zambia Qualifications Authority (ZAQA) before submitting their application.

Envelopes should be appropriately marked in respect of the position applied for.

The deadline for receipt of applications is **Monday 3rd November 2025**. Only shortlisted candidates will be invited for interviews. ZAMRA is an equal opportunity employer, and we encourage applications from qualified individuals of all backgrounds.