

**VACANCY ANNOUNCEMENT**

**PHARMACOVIGILANCE COORDINATOR**

**INTRODUCTION**

The PEPFAR Malawi programme, under CDC Malawi has secured funding through Kamuzu University of Health Science (KUHeS). to support the Ministry of Health (MOH) in the areas of : (1) quantifying the HRH needs for Malawi using the Workload Indicators of Staffing Need (WISN) methodology or other methodologies; (2) developing a long-term strategic vision for HRH forecasting, deployment, and development; (3) increasing the number of graduates with competencies to provide advanced integrated HIV care and treatment services to mitigate the chronic shortage of highly skilled health workers; (4) utilize the unique role of KUHes to domesticate laboratory external quality assurance (EQA) systems by taking on components that are currently sourced outside the country and; (5) support the newly established national pharmacovigilance center at KUHeS Pharmacy Department in collaboration with the Malawi Pharmacy Medicines and Poisons Board.

The programme therefore intends to employee a Coordinator under the following terms:

**Job Summary**

Reporting to Kamuzu University of Health Sciences (KUHeS) Pharmacovigilance (PV) Team Lead, the (PV) Coordinator will provide support to the PV team on day to day PV deliverables to ensure compliance with Pharmacy and Medicine Regulatory Authority (PMRA) reporting guidelines and Good Pharmacovigilance practices.

**Duration of Contract**: 2 years, with possibility of renewal subject to performance

**Post** : Blantyre

**Expected Start Date**: 1st January, 2022

**Key Duties and responsibilities**

* Triage and review documents for potential Adverse events or Product quality complaints;
* Recording and reporting adverse reactions reports received from healthcare professionals, patients and consumers;
* Conduct follow-ups as required to ensure completeness of Adverse Event (AE) form.
* Create Safety PV events and verify against source documents for accuracy.
* Assist with timely submission of PV reports (initial and follow-up) as per PMRA requirements
* Collaborate with PMRA pharmacovigilance team on all PV related activities
* Completing periodic safety update reports on drugs and other treatments
* Writing and reviewing serious adverse reports and forms
* Flagging up early warning signs of adverse effects of drugs
* Completing safety audits
* Within the PV coordinator scope of practice support PV team with other tasks as required including but not limited to periodic quality check activities.
* Conduct regular sensitizations to healthcare workers on PV

**Educational Requirements, Skills and Competencies:**

* Degree in Pharmacy
* Registered with PMRA
* Knowledge of PMRA guidelines on safety surveillance for Marketed Health Products, Global PV regulations, ICH guidelines and Pharmacovigilance auditing.
* Excellent written, verbal communication and facilitation skills.
* Excellent organizational & critical thinking skills.
* Strong and proven attention to detail.
* Ability to work with strict timelines and handle multiple priorities.
* Demonstrated initiative and accountability and be able to work under minimal supervision.
* Excellent customer service skills to deal with client questions, sometimes under difficult circumstances. Be able to handle challenging discussions.
* Team Player with ability to function in a multi-disciplinary environment and promote collaboration.
* Proficient with basic computer skills, excel, PowerPoint and reporting tools.
* Prior experience with a Pharmacovigilance reporting software and/or safety databases applications an asset.

**How to Apply**

Suitably qualified candidates should forward their application letters, CV’s with 3 contactable referees and copies of Certificates to:

The Registrar

Kamuzu University of Health Sciences

### Private Bag 360

### Chichiri

### Blantyre 3

### or via e-mail to: hr@medcol.mw copy to rsc-hr@medcol.mw

### Applications sent by email must be submitted as a single PDF

### Applications should be submitted not later than **15th December 2021**. Only short-listed applicants will be contacted.