



ADDENDUM TO CIRCULAR MEMORANDUM NO. 49 OF 2022

MY REF: STAFF/GEN/13/09/22 (1) Vol. II

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – CHIEF DRUG INSPECTOR, MINISTRY OF HEALTH AND WELLNESS

DATE: 10th August 2022

Applications are invited from suitably qualified persons to fill the positions of **Chief Drug Inspector, Ministry of Health and Wellness**.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for the day-to-day management of the Drug Inspectorate Unit (DIU) and oversees the control and surveillance of drugs and related supplies, as well as conducts quality assurance monitoring and registration of drugs in Belize.

2. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE:

The Chief Drug Inspector is responsible for overseeing the control and surveillance of pharmaceuticals and related supplies and conducts quality assurance monitoring and the registration of drugs within the country of Belize. The officer conducts periodic checks of pharmaceuticals to ensure compliance with established regulations, standards and procedures and ensure proper licenses and permits are maintained by business owners. The Chief Drug Inspector must develop and monitor quality assurance plans for the Drug Inspectorate Unit and use statistical data to produce reports to support management making decisions.

The incumbent ensures that proper inspection of importers, wholesalers, pharmacies, and other pharmaceutical outlets is being performed under the law and oversees the registration of pharmaceuticals to ensure proper quality control standards are being adhered to. The Chief is also expected to liaise with the Customs Department and other port of entry stakeholders as it relates to the movement and destruction of pharmaceutical products.

The Chief Drug Inspector must have proficient knowledge of laws, regulations and rules governing the health sector and have knowledge of international regulatory framework and practices affecting the industry. The incumbent is expected to have excellent oral and written communication skills, demonstrate excellent interpersonal and team building skills, and be able to efficiently organize work for the achievement of set goals and objectives.

3. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **DEVELOPS**, implements and monitors the quality assurance plan for the (DIU) within the Ministry of Health and Wellness ensuring to prepare statistical reports for inclusion in the monthly, quarterly and annual review of operations to support decision making.
2. **SUPERVISES** the Drug Inspectors in the (DIU) and ensures the enforcement of all relevant acts, regulations and standards related to the pharmaceutical industry.
3. **CONDUCTS** periodic inspections and surveillance of drug establishments such as pharmacies, wholesalers, importers, pharmaceutical companies, and outlets etc. for the purpose of ensuring records of listed drugs are maintained, detecting deficiencies of operations, confiscating unauthorised drugs, and drawing samples for the purpose of testing.
4. **COORDINATES** and assists with assessment and approval of applications to import pharmaceutical products and ensures that all businesses are in possession of the relevant licenses and permits issued by the relevant authority for the importation of pharmaceutical medical supplies and related devices.
5. **ENSURES** that manufactured and sold pharmaceuticals are safe and are of good quality, following acceptable standards including proper labelling and patient care information.
6. **OVERSEES** the registration of drugs in accordance with the legislation and addition to the Drug Registry.
7. **OVERSEES** the inspection of sales of pharmaceutical establishments to ensure that restrictions on sales of certain categories of drugs are observed and the correct records are maintained.
8. **LIAISES** with the Customs Department and the Belize Port Authority as it relates to the identification, movement, and destruction of pharmaceutical products and chemicals.
9. **ENSURES** the periodic inspection of public and private pharmacies to ensure that records for Antibiotics, Narcotics and Psychotropics are maintained, and annual inspection results are forwarded to the competent authority for issuance of certificates and licenses.
10. **COORDINATES** the scheduling of post-market surveillance of pharmaceutical products and activities, including inspection of port of entries and facilities that manufacture, store and sell pharmaceuticals.
11. **CONDUCTS** inspection of Doctor's Offices and any other establishments where pharmaceuticals or poisons may be sold ensuring to investigate complaints of misuse and forward reports of complaints to the Pharmacy Board.
12. **CONTRIBUTES** toward the preparation of the Ministry's annual budget estimates of revenue and expenditures, for the provision of inputs on budgetary requirement to support the Unit operations.
13. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.

B. QUALIFICATION AND EXPERIENCE

Recognized Master's Degree in Pharmacy or related field. Must be a Registered Pharmacist with five (5) plus years' experience as a Pharmacist.

C. COMPETENCIES/SKILLS

- Extensive knowledge of the legislations that governs the office and include Chemist and Druggist Act, Antibiotic Act, Food and Drug Act and its statutory instrument and the Misuses of Drugs Act.
- Good knowledge of the pharmaceutical industry in Belize.
- Ability to handle multiple tasks simultaneously, set priorities and work independently.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated computer skills in Microsoft Office Suite applications, including Word, Excel and PowerPoint.

4. REPORTING RESPONSIBILITY

The Chief Drug Inspector will report to the Director of Hospital Services and Allied Health, Ministry of Health and Wellness.

5. SALARY

Government Pay Scale 23 of \$40,615 x 1644 -\$71,851 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Friday, 26th August 2022.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO*
 President, Public Service Union of Belize President
 Association of Public Service Senior Managers