



**VETERINARY MEDICINES  
DIRECTORATE**  
P.O. Box 66171-00800  
Westlands, Nairobi  
Telephone: 0743795395  
Email: info@vmd.go.ke



## **VACANCY ANNOUNCEMENT AT THE VETERINARY MEDICINES DIRECTORATE**

The Veterinary Medicines Directorate (VMD) is a body corporate established pursuant to CAP 366 (article 39) of the laws of Kenya. The functions of the Directorate are as per legal Notice No. 209 of 2015 gazette of 9th October, 2015. VMD was formed with the aim of implementing appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for veterinary medicines whether locally manufactured, imported, exported, distributed, sold, or used, to ensure the protection of animal health and welfare, food safety and security as well as public health and the environment as envisaged by all laws in force in Kenya.

The mandate of VMD is to regulate the manufacture, importation, exportation, registration, distribution, prescription and dispensing of veterinary medicines and the practice of veterinary pharmacy in Kenya.

VMD invites applications from qualified persons for the following positions:

### **1.INSPECTOR (15 POSTS): REF NO. VMD 01/2023**

**Scale:** VMD 6

**Basic Salary:** Ksh 59,500 X 4,500-93,500 X 6,000-99,500

**Terms of Service:** Permanent and Pensionable

### **Qualifications and Requirements:**

For appointment to this grade a candidate must have:

- (i) Bachelor's Degree in Veterinary Medicine or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications;
- (iii) Registration with Kenya Veterinary Board or equivalent professional regulator; and
- (iv) Fulfil the requirements of Chapter Six (6) of the Constitution.

### **Responsibilities:**

An officer at this level will work under the guidance and supervision of a senior officer in any of the listed functional areas. Duties and responsibilities will entail assisting in: -

## **Standards**

- i. Developing, and reviewing standards and guidelines for veterinary medicines registration, carrying out inspections, trade and good manufacturing practices;
- ii. Carrying out research to inform development and review of appropriate standards and guidelines in liaison with relevant departments and stakeholders; and
- iii. Sensitizing stakeholders on existing standards and guidelines.

## **Registration & Licensing**

- i. Evaluating and recommending veterinary medicines new/retention applications for registration;
- ii. Assessing applied variations and providing recommendation in relation to products market authorization;
- iii. Evaluating and responding to appeals and complaints on market authorization issues;
- iv. Developing, applying and reviewing guidelines for veterinary medicine evaluation and GMP compliance;
- v. Developing annual registers of manufacturers of veterinary medicines, registered and retained conventional and alternative veterinary medicines;
- vi. Enforcing good manufacturing practice for veterinary medicines manufacturers;
- vii. Screening and recommending veterinary pesticides for efficacy trial.
- viii. Licensing the manufacture, marketing, importation, exportation, advertisement, and sale of veterinary medicines;
- ix. Issuing annual permits for Local Technical Representatives of foreign manufacturers; and
- x. Evaluating and responding to appeals and complaints on registrations issues.

## **Compliance & Surveillance**

- i. Implementing policies, guidelines, strategies and standard operating procedures (SOPs) for the Compliance, disposal of unwanted veterinary medicines and testing function;
- ii. Inspecting veterinary pharmacy premises for compliance with laid down standards;
- iii. Monitoring veterinary pharmacy practices for compliance;
- iv. Taking measures necessary to ensure identified non-compliances are addressed;
- v. Monitoring clinical and non-clinical trials of veterinary medicines by individuals and institutions to be involved in the trials;
- vi. Ensuring adherence to proper disposal practices of expired, damaged, unregistered, fake, counterfeit and other illicit veterinary medicines;
- vii. Ensuring marketed veterinary medicines have market authorization;
- viii. Ensuring appropriate safety measures are put in place in premises that deal with veterinary medicines;
- ix. Ensuring veterinary medicines are stored, labelled and supplied in compliance with the law
- x. Documenting exhibits and other evidence concerning violations;
- xi. Appearing and Testifying in courts as required; and
- xii. Participating with other, state agencies as needed in activities related to the enforcement of laws concerning veterinary medicines and premises.

### **Trade Facilitation**

- i. Filing returns of veterinary medicines used in Kenya to the World Organization for Animal Health (OIE);
- ii. Compiling Register of Approved Veterinary Pharmacies for publication;
- iii. Compiling trade data on the volumes and types of medicines being imported and exported out of the country;
- iv. Processing permits for importation and exportation of veterinary medicines;
- v. Licensing veterinary pharmacy practices;
- vi. Licensing the manufacture, marketing, importation, exportation, advertisement, and sale of veterinary medicines;
- vii. Issuing annual permits for Veterinary Pharmaceutical Representatives;
- viii. Ensuring only veterinary medicines with market authorization are allowed in or out of the Country; and
- ix. Eliminating unfair business practices in the veterinary medicine supply chain.

### **Ports of Entry.**

- (i) Verifying import/export documents and inspecting consignments of veterinary medicines at specific ports of entry;
- (ii) Impounding illegal, sub-standard and expired veterinary medicines;
- (iii) Recommending disposal of impounded veterinary medicines;
- (iv) Monitoring the market for and take measures necessary for the elimination of trade in illegal and counterfeit veterinary medicines;
- (v) Conducting surveillance activities to ensure safety, quality and efficacy of veterinary medicines; and
- (vi) Overall enforcement of VMD regulations in areas of jurisdictions in conjunction with other relevant Government Agencies.

### **Competencies and Skills**

- i. Report writing;
- ii. Communication;
- iii. Presentation.

## **2.LEGAL OFFICER (1 POST): REF NO. VMD 02/2023**

**Scale:** VMD 6

**Basic Salary:** Ksh 59,500 X4,500-93,500X6,000-99,500

**Terms of Service:** Permanent and Pensionable

### **Qualifications and Requirements:**

For appointment to this grade, a candidate must have:

- i. Bachelor of Law Degree from a recognized institution;
- ii. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iii. Proficiency in Computer applications; and

- iv. Fulfil the requirements of Chapter Six (6) of the Constitution.

### **Responsibilities:**

Duties and responsibilities entail; -

- i. Reading and verifying documentation vis-à-vis historical information contained in individual case files;
- ii. Obtaining information required on case files and communicating to the external advocates;
- iii. Identifying legal and compliance risks;
- iv. Compiling contract documentation for preparation and related documents for the organization;
- v. Coordinating handling of cases filed against VMD between the departments and external counsel; and
- vi. Attending court hearings.

### **Competencies and skills**

- i. Drafting;
- ii. Report writing;
- iii. Negotiation and arbitration; and
- iv. Analytical.

### **3. DRIVERS (3 POSTS): REF NO: VMD 03/2023**

**Scale:** VMD 9

**Basic Salary:** Ksh 24,000 X2,000-26,000X2,500-33,500 X3,000-45,500 X3,500-49,000

**Terms of Service:** Permanent and Pensionable

### **Qualifications and Requirements:**

For appointment to this grade a candidate must have:

- i. KCSE (Mean grade of D+) or equivalent qualifications;
- ii. Minimum four (4) years' active driving experience for the appropriate class of vehicle;
- iii. Has sat and passed minimum of Occupational Test III for drivers;
- iv. Valid driving license for appropriate class of vehicle
- v. Proficiency in computer applications;
- vi. Passed Suitability Test for Driver Grade III:
- vii. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway & Building Technology (KIHBT) or any other recognized institution; and
- viii. Fulfil the requirements of Chapter Six (6) of the Constitution.

## **Responsibilities:**

Duties and responsibilities entail; -

- i. Ensuring the safe transportation of personnel and/or goods from source to destination as per instructions;
- ii. Detecting and reporting malfunctioning of vehicles system;
- iii. Maintaining a record of the vehicle's movement through the "Work Ticket";
- iv. Monitoring and reporting the vehicle service and insurance schedule;
- v. Ensuring the cleanliness of the vehicle;
- vi. Reporting incidents and accidents as soon as they occur as per the policy; and
- vii. Ensuring adherence to or observations of traffic laws.

## **Competencies and skills**

- i. Interpersonal;
- ii. Courtesy;
- iii. Communication.

## **4. ACCOUNTS ASSISTANT (1 POST): REF NO. VMD 04/2023**

**Scale:** VMD 8

**Basic Salary:** Ksh 33,500 X 3,500-59,500 X 4,000-63,500

**Terms of Service:** Permanent and pensionable

## **Qualifications and Requirements:**

For appointment to this grade, an officer must have: -

- i. Diploma in Accounting/Finance, CPA II, ACCA II or an equivalent accounting qualification from a recognized institution;
- ii. Proficiency in computer applications;
- iii. Fulfil the requirements of Chapter Six (6) of the Constitution.

## **Responsibilities:**

Duties and responsibilities entail; -

- i. Preparing payment vouchers and submitting for processing in accordance with the laid down rules and regulations;
- ii. Maintaining registers of documents received and dispatched from the department;
- iii. Maintaining primary records such as cashbooks, ledgers, vote books and registers and preparing management reports e.g., imprest and expenditure returns;
- iv. Issuing receipts for monies received;
- v. Filing payments and receipts vouchers and ensuring safety of accounts files;

- vi. Ensuring safe custody of finance records and assets;
- vii. Maintaining registers of fixed assets, and debtors;
- viii. Balancing and reconciling cashbooks on daily basis;
- ix. Facilitating for withdrawal of cash for office use and ensuring safety of the same at all times;
- x. Preparing bank reconciliations, cash flow statements and monthly reports;
- xi. Ensuring security of cheques and cheque books
- xii. Processing and filing of statutory returns with the relevant institutions;
- xiii. Verifying cashbook, payment and surrender vouchers;
- xiv. Reviewing of the monthly staff payroll journals
- xv. Preparing all transfer letters for submission to the bank to effect payments;
- xvi. Reconciling ledger control accounts, debtors and creditors ledger accounts; and
- xvii. Preparing Audit supporting schedules for audit purposes;

### **Competencies and Skills**

- i. Analytical;
- ii. Communication;
- iii. Interpersonal.

### **5. OFFICE ASSISTANT (1 POST): REF NO. VMD 05/2023**

**Scale:** VMD 10

**Basic Salary:** Ksh 18,000 X 2,000-26,000 X 2,500-33,500x3,000-39,500

**Terms of Service:** Permanent and Pensionable

### **Qualifications and Requirements:**

For appointment to this grade a candidate must have:

- i. KCSE D (Plain) or equivalent from a recognized institution
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

### **Responsibilities:**

Duties and responsibilities entail; -

- i. Ensuring general office cleanliness;
- ii. Collecting and dispatching mails;
- iii. Preparing and serving beverages;
- iv. Performing office errands;
- v. Requisitioning office general supplies;
- vi. Operating basic office equipment; and
- vii. Ensuring safe custody of office facilities.

## Competencies and Skills

- i. Organizational;
- ii. Public Relations;
- iii. Communication;
- iv. Interpersonal.

## 6. ICT OFFICER (1 POST): REF NO. VMD 06/2023

**Scale:** VMD 6

**Basic Salary:** Ksh 59,500 X 4,500-93,500 X 6,000-99,500

**Terms of Service:** Permanent and Pensionable

### Qualifications and Requirements:

For appointment to this grade a candidate must have:

- i. Bachelors Degree in any of the following disciplines: -Computer Science/Business Information Technology, Telecommunication, Electronic Engineering or equivalent qualifications from a recognized institution; and
- ii. Fulfilled the requirements of Chapter Six of the Constitution.

### Responsibilities:

Duties and responsibilities entail; -

- i. Effectively operating, supporting, and continual improvement of existing business applications, computer hardware and networks (LAN);
- ii. Providing ICT user administration and support;
- iii. Maintaining on-site and off-site data centers;
- iv. Implementing computer security measures and guidelines to safeguard information against malicious or unauthorized access, modification, destruction and virus attacks by ensuring antivirus programs, patches are installed and up to date;
- v. Commissioning new ICT equipment, repairing and maintaining existing equipment such as desktop PCs, laptops, printers, monitors, projectors, PABX, CCTV, Biometric, UPS and other computer equipment;
- vi. Reviewing, testing and evaluating both hardware systems and software solutions to determine their efficiency, reliability, compatibility and updating them as necessary;
- vii. Implementing ICT policies;
- viii. Conducting staff awareness on technological changes and emerging cyber security risks;
- ix. Maintaining backup of user data, CCTV and biometric data on various media; and network configurations; and
- x. Monitoring network traffic and ensuring adequate speeds and capacity are being met.

## Competencies and Skills

- i. Report writing;
- ii. Communication;
- iii. Presentation.

## 7. PLANNING OFFICER (1 POST): REF NO. VMD 07/2023

**Scale:** VMD 6

**Basic Salary:** Ksh 59,500 X 4,500-93,500 X 6,000-99,500

**Terms of Service:** Permanent and Pensionable

### Qualifications and Requirements:

For appointment to this grade a candidate must have:

- (i) Bachelors degree in any of the following disciplines: Economics, Statistics, or equivalent qualification from a recognized institution;
- (ii) Proficiency in Computer Applications Skills; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

### Responsibilities:

Duties and responsibilities entail; -

- i. Preparing monthly, quarterly and annual sectional reports;
- ii. Participating in the monitoring of performance;
- iii. Compiling supporting documents for performance reporting;
- iv. Collecting and analyzing data on Council programmes, activities and projects to provide information on their efficiency and effectiveness towards the achievement of the long-term strategic goals of the Council so as to ensure that the annual targets are achieved within the set timeframes;
- v. Conducting training of various users in the Council on data collection tools to ensure that data collected is reliable for assessment, Strategy and Planning;
- vi. Conducting research initiatives on market relevance of the institution's programmes and projects to address the gaps identified and further improve the extension programmes; and
- vii. Implementing methodologies for monitoring the development impact of the institution's operations.

## Competencies and Skills

- i. Research Skills
- ii. Analytical.
- iii. Organizational
- iv. Communication.

## 8. RECORD MANAGEMENT OFFICER (1 POST): REF NO. VMD 08/2023

**Scale:** VMD 6



**Basic Salary:** Ksh 59,500 X 4,500-93,500 X 6,000-99,500

**Terms of Service:** Permanent and Pensionable

### **Qualifications and Requirements:**

For appointment to this grade a candidate must have:

- (i) Bachelor's Degree in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications; and
- (iii) Fulfil the requirements of Chapter Six (6) of the Constitution.

### **Responsibilities:**

Duties and responsibilities entail; -

- i. Preparing indexes, classified descriptive lists, location guides and inventory lists;
- ii. Coordinating the receiving, sorting, opening and dispatching of mails or related registers;
- iii. Ensuring security of information, documents, files and office equipment;
- iv. Coordinating maintenance of files, records and registry;
- v. Initiating appraisal and disposal of files and documents;
- vi. Advising on care, preservation and control of records;
- vii. Developing and updating file index;
- viii. Receiving and filing of records and information;
- ix. Making data entries;
- x. Storing and retrieving records and information;
- xi. Tracking of files and documents;
- xii. Indexing, profiling and distribution of memos;
- xiii. Circulating of files and documents;
- xiv. Receiving, filing, retrieving and dispatching of records and information;
- xv. Creating and maintaining databases for control and retrieval of records;
- xvi. Ensuring pending correspondence and bring-ups are checked and appropriate action is taken;
- xvii. Appraising and disposing files and documents in liaison with National Archives and Documentation Services; and
- xviii. Ensuring proper storage, custody and preservation of archives.

### **Competencies and Skills**

- iv. Report writing
- v. Communication.
- vi. Presentation

## **9. ASSISTANT INSPECTOR (3 POSTS): REF NO. VMD 09/2023**

**Scale:** VMD 8

**Basic Salary:** Ksh 33,500 X 3,500-59,500 X 4,000-63,500

**Terms of Service:** Permanent and Pensionable

**Qualifications and Requirements:**

For appointment to this grade a candidate must have:

- (i) Diploma in Animal Health or equivalent qualification from a recognized institution;
- (ii) Registration with Kenya Veterinary Board or equivalent professional regulator;
- (iii) Proficiency in computer applications; and

**Responsibilities:**

An officer at this level will work under the guidance and supervision of a senior officer in any of the listed functional areas. Duties and responsibilities entail assisting in:-

**Standards**

- (i) Developing, and reviewing standards and guidelines for veterinary medicines registration, carrying out inspections, trade and good manufacturing practices;
- (ii) Carrying out research to inform development and review of appropriate standards and guidelines in liaison with relevant departments and stakeholders; and
- (iii) Sensitizing stakeholders on existing standards and guidelines.

**Registration & Licensing**

- (i) Evaluating and recommending veterinary medicines new/retention applications for registration;
- (ii) Assessing applied variations and providing recommendation in relation to products market authorization;
- (iii) Evaluating and responding to appeals and complaints on market authorization issues;
- (iv) Developing, applying and reviewing guidelines for veterinary medicine evaluation and GMP compliance;
- (v) Developing annual registers of manufacturers of veterinary medicines, registered and retained conventional and alternative veterinary medicines;
- (vi) Enforcing good manufacturing practice for veterinary medicines manufacturers;
- (vii) Screening and recommending veterinary pesticides for efficacy trial.
- (viii) Licensing the manufacture, marketing, importation, exportation, advertisement, and sale of veterinary medicines;
- (ix) Issuing annual permits for Local Technical Representatives of foreign manufacturers; and
- (x) Evaluating and responding to appeals and complaints on registrations issues.

**Compliance & Surveillance**

- (i) Implementing policies, guidelines, strategies and standard operating procedures (SOPs) for the Compliance, disposal of unwanted veterinary medicines and testing function;
- (ii) Inspecting veterinary pharmacy premises for compliance with laid down standards;
- (iii) Monitoring veterinary pharmacy practices for compliance;
- (iv) Taking measures necessary to ensure identified non-compliances are addressed;
- (v) Monitoring clinical and non-clinical trials of veterinary medicines by individuals and institutions to be involved in the trials;
- (vi) Ensuring adherence to proper disposal practices of expired, damaged, unregistered, fake, counterfeit and other illicit veterinary medicines;
- (vii) Ensuring marketed veterinary medicines have market authorization;
- (viii) Ensuring appropriate safety measures are put in place in premises that deal with veterinary medicines;
- (ix) Ensuring veterinary medicines are stored, labelled and supplied in compliance with the law
- (x) Documenting exhibits and other evidence concerning violations;
- (xi) Appearing and Testifying in courts as required; and
- (xii) Participating with other, state agencies as needed in activities related to the enforcement of laws concerning veterinary medicines and premises.

#### **Trade Facilitation**

- (i) Filing returns of veterinary medicines used in Kenya to the World Organization for Animal Health (OIE);
- (ii) Compiling Register of Approved Veterinary Pharmacies for publication;
- (iii) Compiling trade data on the volumes and types of medicines being imported and exported out of the country;
- (iv) Processing permits for importation and exportation of veterinary medicines;
- (v) Licensing veterinary pharmacy practices;
- (vi) Licensing the manufacture, marketing, importation, exportation, advertisement, and sale of veterinary medicines;
- (vii) Issuing annual permits for Veterinary Pharmaceutical Representatives;
- (viii) Ensuring only veterinary medicines with market authorization are allowed in or out of the Country; and
- (ix) Eliminating unfair business practices in the veterinary medicine supply chain.

#### **Ports of Entry.**

- (i) Verifying import/export documents and inspecting consignments of veterinary medicines at specific ports of entry;
- (ii) Impounding illegal, sub-standard and expired veterinary medicines;
- (iii) Recommending disposal of impounded veterinary medicines;
- (iv) Monitoring the market for and take measures necessary for the elimination of trade in illegal and counterfeit veterinary medicines;
- (v) Conducting surveillance activities to ensure safety, quality and efficacy of veterinary medicines; and
- (vi) Overall enforcement of VMD regulations in areas of jurisdictions in conjunction

with other relevant Government Agencies.

### **Competencies and Skills**

- vii. Report writing;
- viii. Communication;
- ix. Presentation.
- (xi) Fulfil the requirements of Chapter Six (6) of the Constitution.

### **How to apply**

Candidates who meet the above criteria are advised to submit a hard or soft application, detailed curriculum vitae, copy of National Identification card, copies of academic and professional certificates and other testimonials to:

The Chief Executive Officer, Veterinary Medicines Directorate;

Email: [recruitment@vmd.go.ke](mailto:recruitment@vmd.go.ke)

or deliver hard copies with the envelope clearly marked Ref: .... to the Veterinary Medicines Directorate Offices, PCPB Plaza, Loresho Ridge Ground Floor; Addressed to:

**The CEO  
Veterinary Medicines Directorate  
Pest Control products Board Plaza  
P.O. Box 66171-00800  
Westlands, Nairobi**

**NB: All candidates should fill and submit the attached Biodata request together with the applications.**

**DEADLINE FOR APPLICATION: Wednesday 6<sup>th</sup> December, 2023 AT 5.00 P.M.**

Only shortlisted and successful candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

The Veterinary Medicines Directorate is an equal opportunity employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.

### **BIODATA REQUEST**

1. Name.....
2. National ID Number.....
3. Phone number.....
4. Email address.....
5. Gender.....
6. Date of Birth.....
7. Age.....

8. Home County .....

9. Ethnicity.....

10. PWD: Yes..... NO.....

If Yes, Nature of disability.....