

Title: Regulatory Affairs Assistant**Grade:****Reports to (Title):** Regulatory Affairs Manager, Sub Sahara**Department:** Regulatory Affairs Sub Sahara**Division/Area:** MHHD / MEA (LCSC)**Incumbent:** _____**Position Overview - Basic Functions & Responsibilities include, but is not limited to:**

Under the supervision of the regulatory Affairs Manager Sub Sahara, the incumbent is responsible of providing full regulatory affairs, administrative and general support to the Regulatory Affairs Team. The incumbent will have to perform a wide range of duties, completing a variety of work assignments, and take responsibilities for paper and electronic organization of the department in line with internal SOPs.

Primary Activities include, but are not limited to:

1. Performs specific regulatory administrative and assistant tasks: preparation of registration dossiers, compiling tender applications, handling and tracking of renewals across the territory and supporting on time applications.
2. Co-ordinates and organizes team's agenda, travels and overall planning,
3. Ensure update and tracking of the various regulatory database (Archiving & Variations , PREXIS, variations RAI...)
4. Initiate, handle, track and alert on "Deletion Process", samples and CPP orders.
5. Provide support and follow-up of budget evaluation, payments of fees and accruals.
6. Take responsibility for department assignments (Record management, MEA intranet/internet key addresses...)
7. Handle translation outsourcing (call for offer, timelines...) and ensure QA and proof reading if needed
8. Provide regulatory support to any member of the team upon request (prioritize and alert on deviations)

Skills and Experience

- Significant previous Regulatory Affairs department experience
- Good communication skills
- Team spirit
- Strong organizational skills
- Ability to multi-tasking environment
- Ability to work under pressure, commit to and meet tight schedules
- Ability to work autonomously under supervision
- Fluency in French and excellent command of English.
- PC proficiency, some knowledge of databases is an asset.