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Special Release

13 March, 2015

VACANCY

INTERNAL AND EXTERNAL ADVERTISEMENT

Applications are invited from suitable candidates for the under-listed position in the University of Ibadan.

Associate Programme Officer - Centre for Drug Discovery, Development and Production (CDDDP)

The Centre for Drug Discovery, Development and Production (CDDDP) was established in September 2011 as a John D and Catherine T. MacArthur Foundation funded Regional Centre of Excellence with the main goal of building the capability and capacity to discover, develop and produce drugs targeted to the needs of Africans and to improve the quality and availability of essential medicine in Africa.

The Centre runs a postgraduate Diploma in Drug Development and Masters Degree in Drug Development and Regulatory Pharmacy. CDDDP is a NEPAD Regional Centre of Regulatory Excellence (RCOREs) in Africa for Training in Regulatory Science, Clinical Trials, and Medicine Regulation. The Centre also offers services such as quality assurance of drugs, bioequivalence studies for multisource drugs (generics, ANDA), manufacture of herbal medicines, toxicological studies on proposed pharmaceutical and nutraceutical preparations, stability studies and impurity profiling of APIs and medicines, short term training courses (workshops) on various aspects of Good Pharmaceutical Practices (GxP).

Responsibilities

The successful candidate for the position of Associate Programme Officer will assist in ensuring smooth operations within the laboratory and must:

- ◆ Use quality system approach to laboratory tests that provide accurate and reliable test results;
- ◆ Oversee customer services to maximise sales;
- ◆ Ensure that the physical and environmental conditions of the laboratory are adequate and appropriate for the tests being performed; that optimum results are produced in the laboratory, evaluate and assess new equipment;
- ◆ Organise and manage the workflow in the laboratory, co-ordinate the activities throughout the laboratory, perform a general and/or day-to-day supervision of all testing personnel and reporting of test results as well as provide on-site supervision for specific minimally qualified testing personnel when they are performing high complexity testing;
- ◆ Assist in the supervision of the ordering, delivery, storage and distribution of new supplies;
- ◆ Assist in the day to day management of the project activities to ensure expected targets are met;
- ◆ Assist in coordinating all activities in the area of training, research and services; and
- ◆ Perform routine secretarial and administrative functions.

Qualifications, Experience and Salary:

Applicants must possess a postgraduate degree in a science or related discipline, have at least one year experience in pharmaceutical drug analysis, have exceptional writing, communication and editing skills, be able to work efficiently on multiple tasks to deadline, interact well with the entire staff of the Centre, familiarity with good manufacturing practices (GMP), good laboratory practices (GLP), writing standard operating procedures (SOPs), be able to work independently or with a team.

Remuneration for the position is from ₦840,000.00 (eight hundred and forty thousand naira) per annum. Other performance based bonuses are attached to the job.

Conditions of Service

The appointment is on contract basis and is not pensionable. Successful candidates will be expected to assume duty as quickly as possible.

Method of Application

Applicants should forward their applications with fifteen (15) copies of detailed **Curriculum Vitae**, stating, **Name, Date of Birth, Marital Status, Full Qualification (s), Experience, Names and Address of three (3) Referees and Two (2) Photostat copies of their Certificates** to reach the Deputy Registrar (Establishments/NT), University of Ibadan, **not later than four (4) weeks** from the date of this publication.

Applicants are requested to inform their Referees to send Confidential Reports about them on letter-head paper directly to the Registrar, captioned Attention: Deputy Registrar (Establishments/NT), University of Ibadan, from whom further details may be obtained. The Referee's Reports and envelope containing the applications should be marked "**Associate Programme Officer, Centre for Drug Discovery, Development and Production**" on the left side, upper margin.

Only the applications of shortlisted candidates will be acknowledged. This advertisement is also available on the Centre's website: <http://www.cdddp.ui.edu.ng>

Thank you.

O. I. Olukoya, MNIM, FPA
Registrar