



Caribbean
Public Health
Agency

CARPHA

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INTRAOFFICE MEMORANDUM

TO: All Staff **DATE:** September 9, 2021

FROM: Director – Corporate Services *Mark Sami*
Dr. Mark Sami

ORIGINATOR: Human Resource Manager *Binta Dalrymple*
Ms. Binta Dalrymple

SUBJECT: Vacancy Announcement

CARPHA now invites applications from suitably qualified individuals for the following opportunity: -

➤ **CARPHA: Kingston, Jamaica**

ADMINISTRATOR - Medicines Quality Control and Surveillance Department (MQCSD) – [P1] 2 years

Under the supervision of the Head, Medicines Quality Control and Surveillance Department (MQCSD), Surveillance Disease Prevention and Control (SDPC), the incumbent will manage the administrative, maintenance and support activities of the CARPHA Medicines Quality Control and Surveillance Department. The incumbent is responsible for oversight of the daily administrative activities of the Department.

Kindly refer to the attached Terms of Reference for additional details on the required qualifications, experience and competencies.

Applications, including Job Applicant's Profile Summary Form, Cover Letter and Curriculum Vitae and copies of relevant documents must be submitted by **October 8, 2021**, to:

**The Human Resource Manager
Human Resource Department
Caribbean Public Health Agency (CARPHA)
Federation Park, Newtown 190324
TRINIDAD
E-mail: hrm@carpha.org**
