INTRAOFFICE MEMORANDUM

TO: All Staff

FROM: Director – Corporate Services
Dr. Mark Sami

ORIGINATOR: Human Resource Manager
Ms. Binta Dalrymple

DATE: September 9, 2021

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