

MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED

Terms of Reference

for

Pharmacist

Background

Menjong Sorig Pharmaceuticals Corporation Limited (MSPCL), a DHI owned company is mandated to manufacture essential traditional medicines required for the effective delivery of traditional medicine services under the Ministry of Health and research and develop other health promoting natural products. MSPCL's corporate head office is at Kawangjangsa, Thimphu.

Overall Job Description

The Pharmacist shall carry out specialized functions of the corporation primarily on the technical aspects of research and product development, quality assurance and drug studies to generate and manage intellectual property, corporate proprietary information, data and ensure their confidentiality and reliability. He/she shall be responsible and report to the Director of Quality Assurance and Research Department under R&D General Manager supervision.

Specific Responsibilities

- Conduct literature review and research for new formularies and new product development;
- Conduct operational and product development studies including bioprospecting, biopharmaceutical, phytochemistry etc.;
- Provide technical backstopping to the management and across the organization pertaining to pharmaceutical product research and development and problems arising from different production processes;
- Coordinate and liaise with In-House Drungtsho Advisor on Sowa Rigpa medicine research and development;
- Scrutinize the existing formulation for production and improve different dosage forms by studying their properties and make them more palatable;
- Formulating and developing a research strategy and research guidelines;
- Planning, prioritizing, coordinating, and assessment of research activities;
- Standardization and screening of drugs and raw materials and involve in the quality assurance and control activities;
- Develop stability study program and conduct stability studies on traditional medicines;
- Conduct investigative study(ies) on drug actions and their interaction like adverse effects/side effects of the drugs if and when reported;
- Impart knowledge and skills on pharmaceutical sciences and technology for testing and production;

- Ensure confidentiality and reliability of corporate data, proprietary information, and intellectual property;
- Protect and promote security system in the Corporation, and
- Multitasking and any other tasks assigned by the management.

Qualifications and experience criteria

- Bachelor Degree in Pharmacy
- Preferably experience in Pharmaceutical R&D, Quality control or manufacturing industry would have added advantage.

Skills, Knowledge & Attributes Required

- Must be resourceful and able to work independently with minimal supervision.
- Impeccable integrity and work ethics.
- Knowledge on using chromatography, spectroscopy, spectrophotometer techniques and other analytical methods/tools.
- Knowledge in determining chemical and physical properties, compositions, structures, relationships, and reactions of organic and inorganic compounds.
- Evaluating and ensuring compliance with laboratory safety procedures and standards.
- Strong problem-solving, critical thinking and analytical skills.
- Good presentation, documentation, and reporting skills.

Other Requirements

- Academic transcripts (Class XII & Degree) & any other certificates;
- Copy of up-to-date resume;
- Copy of Security Clearance Certificate;
- Copy of Citizenship Identity Card copy;
- Copy of Recent Medical fitness certificate;

Employment Type

- Regular.
- Entry Grade 7 as per MSPCL SRR

Salary & Others Benefits

- Pay scale of Nu: 28,665-715-42,965
- Corporate Allowance: 20% of basic pay
- Fixed Allowance: 60% (Nu. 17,200)
- Other benefits as per the SRR of the Company