

MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED

Terms of Reference

For

Deputy Project Manager/Research Officer

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 Deputy Project Manager/Research Officer will be responsible for the overall coordination, implementation, and execution of the project, ensuring that all aspects of cultivation and propagation meet the regulatory standards and industry best practices. This includes developing and managing the project plan, timelines, and budget, as well as overseeing the cultivation team.

The Deputy Project Manager/Research Officer must also establish clear communication channels among stakeholders, provide regular progress reports, and adapt strategies in response to any operational challenges or changes in regulations. Continuous improvement processes should be integral parts of the project manager's duties to ensure the project's success and sustainability.

Apart from overseeing the cannabis project he/she shall carry out specialized functions of the corporation primarily on the technical aspects of research and product development, quality assurance and product studies to generate and manage intellectual property, corporate proprietary information and data, and ensure their confidentiality and reliability.

He/she shall be placed in the Quality Control & Research and shall be under the supervision of Dy. General Manager of Research Section.

Specific Responsibilities

Specific responsibilities of the Position includes the following:

- Overseeing and managing the Cannabis project
- Creating a detailed cultivation strategy, sourcing equipment and materials.
- Ensuring a clean environment and managing the cultivation site as per the Good Agriculture and Collection Practice (GACP) standards.
- Overseeing the planning and organization of production schedules, providing input on facility designs, and assisting in vendor selection and management.
- Managing cultivation, propagation, processing, distribution, marketing & sales

- Ensuring adherence to regulatory compliance, legal and ethical standards
- Ensuring adherence to timelines and budgets and staying abreast of industry regulations and market trends.
- Analyzing data to monitor plant health, soil health, and environmental control systems.
- Setting performance counts for required activities and ensuring that all operations adhere to the regulatory standards and industry best practices.
- Developing a cultivation plan, assigning duties to personnel, and address any plant health issues, such as diseases or pests;
- Conduct operational and product development studies including bioprospecting, bio-pharmaceutical, 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 regulatory agencies and agriculture research partners in National Center for Organic Agriculture and Agriculture Research and Development Centers, and Drungtshos on Sowa Rigpa medicine research and development;
- Ensure confidentiality and reliability of corporate data, proprietary information, and intellectual property;
- Protect and promote security system in the Corporation and the project sites, and
- Multitasking and any other tasks assigned by the management.

Qualifications and experience criteria

- Bachelor Degree either in Bio-technology, Chemistry, Biochemistry, Cosmetic science or Microbiology or any other relevant fields;
- Practical experiences in agriculture science, Pharmaceuticals, 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 in determining chemical and physical properties and herbal 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;
- Copy of Security Clearance Certificate (online screenshot);
- Copy of Citizenship Identity Card copy;

- Copy of Recent Medical fitness certificate;
- No Objection Certificate from present organization if presently employed (and if selected).

Employment Type

- Regular/Contract
- Entry Grade 7 as per MSPCL SRR

Salary & Others Benefits

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