



JOB DESCRIPTION

Job Title: Senior Manager – Product Registration & Compliance	Career Level: D
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Division/Department:	
Brand:	
Reports to:	Head of Product Registration & Compliance
Approving Signature and Date:	

Role Profile:

Monitor & manage product registration and compliance at both an operational and strategic level across all MENA with a regulatory focus. Develop employees within each market to ensure business targets are met by providing leadership, motivation and driving performance. Ensure that operational scope comply with all department & local market requirements; manage high level brand and authority relationships; liaise with third parties on contracts and accountabilities for the region

The below Key Performance Areas include but are not limited to:

Manage regional head office (Kuwait team) centrally for registration/compliance performance and MENA region responsibilities (operational and strategic) with a focus on regulatory/authorities/practical approach/regulatory cost management and feasibility to market entry/import:

- ✓ Work closely with the Head of PR&C to ensure smooth operational work flow and market entries for MENA Regulatory
 - ✓ Ensure continuous training to provide efficient production & work performance within the department
 - ✓ Recommend operational process change/directives to the Head of PR&C with a regulatory focus
- Create Regulatory processes and directives across the region

Responsible for people management

- ✓ Coach, develop, train & motivate team
 - ✓ Build strong savvy personalities within team for authority relationship building & technical team for registration management
 - ✓ Create & maintain Employee levels/structures, assess performance; decide appointments up to & including manager levels
- Monitor productivity levels vs. quality and quantity of work

Responsible for managing registration documentation controls

- ✓ Ensure that document files are accurate/audited
 - ✓ Liaise with Registration Managers/Specialists/Officers to ensure documents and submissions are performed as planned. Ensure rectification takes place in line with market challenges and changes
- Create improvements for work flow. Recommends new regulatory measures with Head of PR&C

Responsible for ensuring the all registration and compliance are adhered to in line with company policy & procedure.


- ✓ Responsible for ensuring that all registration/compliance standards are consistent with company policy & government regulations
- Create & maintain standards appropriate to changing local and in-market requirements/work practices

Develop & maintain clear internal & external communication channels

<ul style="list-style-type: none"> ✓ Relationship Management focus with Key authorities (region responsibility), third parties, brokers etc... ✓ Create & maintain an internal communication strategy with team and externally with authorities; brokers, third parties etc... Continuous improvements and developments to the communication flow between Employees & the authorities as needed
<p>Responsible for Compliance (support role)</p> <ul style="list-style-type: none"> ✓ Advise on product compliance prior to market entry for all brands and product segments – liaise with Regional Operations Manager – Compliance (Import/Export) on requirements and best practices ✓ Ensure and facilitate clearance and shipments are approved by appropriate authorities and cleared accordingly per local regulations in a timely manner ✓ Support Logistics teams and functions across Alshaya in setting smooth and streamlined processes for product pre-import compliance and shipment clearance in specific market Keep abreast of all new regulations and market requirements and provide feedback to Regional Export team from primarily a regulatory perspective
<p>Represent Alshaya at the Ministries.</p> <ul style="list-style-type: none"> ✓ Always maintain a presentable & professional image of the company in all aspects Act as the primary point of contact for high level Ministry officials, relationships and related issues

<p>Knowledge:</p> <ul style="list-style-type: none"> ✓ Bachelors Degree in area (Pharmacy, Science) ✓ Knowledge of MOH and Government Processes
<p>Experience:</p> <ul style="list-style-type: none"> ✓ 5+ years in field or Cosmetics, Medical Devices, Food, Food Supplements, Medicines etc. ✓ Significant Regulatory experience
<p>Skills:</p> <ul style="list-style-type: none"> ✓ Results orientated ✓ Ability to manage a large team ✓ Ability to work under pressure ✓ Strong leadership skills ✓ Decision maker
<p>Additional role requirements:</p>

Core Competencies		
<p>‘Focus on Customer’ Customer First Communication & Influence Relationships & Teamwork</p>	<p>‘Focus on Growth’ Develop & Manage Self People First Improve & Innovate</p>	<p>‘Focus on Performance’ Plan & Organise Problem Solve & Make Decisions Deliver Results</p>
<p>Please refer to MYAEP for the detailed competency information aligned to your Career Level</p>		

	<p>All employees are required to adhere to company policies and procedures, and work in line with Alshaya’s Vision and Values - ‘Think Big’, ‘Act Small’, ‘Be You’</p>
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