



## **POSITION DESCRIPTION**

**POSITION TITLE** : Regulatory Affairs Coordinator K4492

**DEPARTMENT** : QA & Technical

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Regulatory Affairs Deputy Manager

**POSITIONS SUPERVISED** : Nil

### **POSITION PURPOSE:**

- The role of the **Regulatory Affairs Coordinator** is to register Mikyajy products as per statutory requirements of all countries in which Mikyajy is present.
- Liaise with internal or external individuals or groups on behalf of the Regulatory Affairs Department.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES:**

- Arranging samples and documents for product registration.
- Arranging samples for testing as per regulatory requirements.
- Complete regulatory submission forms, and file the forms along with the necessary accompanying documentation.
- Follow up on registration of products.
- Issuing product registration certificates to retail team.
- Arranges samples and documents for annual renewal of product registration.
- Maintain all registration document files and certificates in a timely and accurate manner.
- Maintaining the changes in regulatory legislation and guidelines in the database.

### **PERSONAL CHARACTERISTICS:**

- Self-motivated.
- Independent and organized.
- Time management skills.
- Good people skills.
- Proactive.

### **PERFORMANCE MEASUREMENTS:**

- Complete registration of Mikyajy products as per specified deadlines.
- Accurate documents and arrangement of samples for registration.
- Ensure all products registrations are renewed annually.



**QUALIFICATIONS\REQUIREMENTS:**

- Bachelor's degree preferred.
- At least 2-3 years of regulatory affairs experience (cosmetics industry experience an advantage)
- Awareness and understanding of key roles of different regulatory organizations in the region like : SASO, SFDA, ESMA, GSO.
- Excellent communication and reporting skills.
- Fluent in English, Arabic is an Asset.
- Proficient with MS Office

**COMPETENCY REQUIREMENTS:**

**The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated**

**(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)**

**Department Head: .....**

**Employee: .....**