

Job Description:

Regulatory & Compliance Manager



General role information

Job Title:	Regulatory & Compliance Manager
Reporting to:	Director of Global Supply Chain
Salary Band:	17
Notice period:	3 Months
Career Band:	TBC
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No

About MSI Reproductive Choices

At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

The department/team

MSI Group Finance is based in MSI's London Support Office (the Head Office), Conway Street, central London. The Group Finance team comprises:

- The Global Financial Reporting team
- The Donor Reporting team
- Treasury
- Financial Planning & Analysis
- Global Supply Chain

The Global Supply Chain department is led by the Global Supply Chain Director and consists of a Procurement Team and Supply Chain Team.

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

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Within our regulatory and compliance portfolio we are proactively working on a registration schedule for in-country operations and to harmonise our artwork across regions. This exciting time means that this role will work very cross-functionally and liaise on a daily basis with our in-country teams and social marketing team.

The role

The Regulatory and Compliance Manager is part of the Global Supply Chain function. This function is a strategic activity within MSI, aimed at ensuring availability of quality products at the right cost in an efficient and effective manner.

This role will be responsible for ensuring that the supplier and core product qualification project is delivered against the agreed timelines and reporting progress to all key stakeholders.

This position will also work with the country programmes identifying appropriate product innovations and strategies for Social Marketing, including preparation of registration process and support in product development when needed.

Ensuring that other suitable complimentary products for the Social Marketing product portfolio are identified, qualified and registered.

This role will work very cross-functional and whilst the reporting line is directly to the Global Supply Chain Director, there is expected to be a large amount of work associated with our Social Marketing department where time-management will be a critical aspect of the role.

The correct GDP management of medicinal products and healthcare products, (medical devices) relies upon carefully sourced staff. For this reason, this role must be managed by a sufficiently competent employee to carry out pertinent GDP tasks for which MSI are responsible. Individual responsibilities should be clearly understood and met with an ongoing commitment to the prevailing principles of GDP.

Key Responsibilities

The Regulatory & Compliance Manager will focus on the following areas:

1) Qualifying and Approval of suppliers and core products to support Social Marketing Growth

- Manage and facilitate new suppliers and core product qualification project.
- Report project status to Global Supply Chain Director and cross functionally to the Social Marketing team.
- Identify, develop new and existing suppliers and products for social marketing
- Create and manage new/old agreements such as:
 - Maintaining Quality Agreements with all suppliers/Manufacturers and ensure we undertake regular Due Diligence screening

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2) Leading regulatory management and Product registration activities to ensure timely registration of core products in line with consolidated and approved Social Marketing commitment list

- Project Manage external supplier(s) responsible for product registration in all applicable countries and ensure registration status, variations and actions required are disseminated to all internal and external key stakeholders.
- Prepare country specific dossiers for all interested countries, including dossier formatting
- Ensure within the registration environment that product manufacturers take greater ownership of dossier compiling and are meeting deadlines associated with the creation of such documents.
- Analyse regulatory landscape by country. Create and implement country specific product strategies based on the above analysis which will continue to be fed into the Global Supply Chain Director and Social Marketing teams.
- Work closely with country programmes to define their product requirements in detail and work with the Social Marketing team to assess Market Research and ensure feasibility in the regulatory areas (including specific timelines).
- Ensure that all artworks are compliant with local legislation

3) Product Development Support for MSI

- Identify appropriate product innovations and strategies.
- Work with Social Marketing to manage product launches.
- Work with Product and Market Development Manager to ensure new artworks and designs are compliant with local legislation
- Facilitate packaging / labelling & new brand projects through coordination with relevant countries to understand local requirements and consumer preferences.
- Collaborate with Product Manager where necessary to support development of launch plans for new products.
- Maintain centralised master lists associated with product coding structure, artwork registration coding and design for all products in all countries.
- Work on artwork harmonisation across regions to reduce need for individual SKUs in each country.

4) Work with and develop suppliers to improve quality standards for all core products supporting Social Marketing requirements

- Build strong strategic relationships with Social Marketing suppliers to ensure long term profitable relationships.
- Proactively work with suppliers to address performance issues and implement improvements.
- Conduct regular appraisals and site visits and document these.
- For selected strategic suppliers, implement processes for collaborative planning and replenishment which would aid forecasting and order management.

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5) Contribute to the GDP Quality Management System to ensure MSI maintains WDA Licence

- Ensure SOPs are followed, and deviations and Corrective and Preventative Actions (CAPAs) implemented when necessary
- Ensure product training, audits and reporting are done on time (where your input is expected)
- Manage information and actions related to returns, rejects and thus the sharing of this information to key stakeholders.

Represent the department

- Represent the supply chain function on multidisciplinary teams & projects to provide feedback on country supply chain trends/insights to highlight opportunities
- Work closely with the Social Marketing team to assess forecasting data and consumption trends to advise against projected stock-outs, over stocking and help Country Programmes place appropriate orders with manufacturers.
- Collaborate with regional operations team to ensure supply chain initiatives are championed and multi-stakeholder feedback is taken onboard and responded to

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date:

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