RWANDA FOOD AND DRUGS AUTHORITY ORGANISATIONAL STRUCTURE

Ministry of Health

Board of Directors

Internal Audit Team (2)
-Internal Audit Specialist (1)
-Internal Auditor (1)

Rwanda FDA Advisory Committee

Office of Director General (12)
-Director General (1)
-Legal Analyst (1)
-Legal Affairs Officer (1)
- Advisor to DG (1)
- Communication Specialist (1)
-Public Relations Officer (1)
- Industrial Market Specialist (2)
- Market and Pricing Analyst (1)
- Regulatory Affairs, harmonization and Compliance Analyst (1)
- Quality Assurance Analyst (1)
- Administrative Assistant to DG (1)

Office of the Deputy Director General (2)
- Deputy Director General (1)
- Administrative Assistant (1)

Office of the CFO (30)
-Chief Finance Officer (1)
- Administrative Assistant (1)
-Procurement Specialist (2)
-Software Developer (1)
-System Administration Specialist (1)
-IT Security Specialist (1)
-IT Help Desk Officer (1)

Department of Drug & Food Assessment and Registration (2)
-Head of Department (1
-Registry Management Specialist (1)

Food and Drugs Inspection and Safety Monitoring Department (1)
-Head of Department (1)

Human Medicine and Devices Assessment & Registration Division (15)

-Division Manager (1)
- Finished and Active Pharmaceutical Products Registration Analyst (2)
-Finished and Active Pharmaceutical Products Registration Specialist (3)
- Radiopharmaceuticals & Radiotherapy Products Assessment and Registration Analyst (1)
-Herbal Medicines Assessment & Registration Specialist (2)
-Diagnostics and Medical Devices Registration Analyst (1)
-Diagnostics and Medical Devices Registration Specialist (1)
-Vaccines and Biosimilar Registration Analyst (1)
-Vaccines and Biosimilar Registration Specialist (2)
-Biological Products Registration Specialist (1)

Cosmetics & Household Chemicals Assessment and Registration Division (6)

Division Manager (1)
- Cosmetics Registration Analyst (1)
- Cosmetics Registration Specialist (2)
-Public Health and Laboratory Chemicals Registration Analyst (1)
-Public Health and Laboratory Chemicals Registration Specialist (1)

Veterinary Medicine Devices and Assessment & Registration Division (8)

-Division Manager (1)
-Veterinary Medicines Registration and Variation Assessment Analyst (1)
-Veterinary Medicines Registration and Variation Assessment Specialist (2)
-Veterinary in vitro Diagnostics & Medical Devices Registration Analyst (1)
Veterinary in vitro Diagnostics & Medical Devices Registration Specialist (1)
Vaccines and Biosimilar Registration Specialist (1)
-Biological Products Registration Specialist (1)

Food Assessment and Registration Division (15)

- Division Manager (1)
- Food Assessment &Registration Analyst (1)
- Food Supplement, Fortified Food Assessment & Registration Analyst (1)
- Beverages Assessment &Registration Analyst (1)
- Dairy Products Assessment & Registration Analyst (1)
- Other Packaged Food Products Assessment & Registration Analyst (1)
- Other Packaged Food Products Assessment & Registration Specialist (2)
- Dairy Products Assessment & Registration Specialist (1)
- Beverages Assessment &Registration Specialist (1)
- Infant Formula Assessment & Registration Analyst (1)
- Food additives Assessment & Registration Specialist (1)
- Tobacco Products and substance abuse assessment Specialist (1)
- Food Supplement, Fortified, and Fortificant Assessment &Registration Specialist (2)

Food and Drugs Import & Export Control Division (43)

- Division Manager (1)
- Food Import and Export Control Analyst (1)
- Drugs Import and Export Analyst (1)
- Food and Drugs Port of Entry Inspection Specialist (30)
- Human Medicines Import & Export Licensing Specialist (3)
- Veterinary Medicines Import & Export Licensing Specialist (1)
- Medical Devices & Diagnostics Import & Export Licensing Analyst (1)
- Tobacco Products Import &Export control Specialist (1)
- Cosmetics Import & Export Control Specialist (1)
- Household Chemicals Import & Export Control Specialist (1)
- Food and Beverages Import & Export Licensing Specialist (2)

Food and Drugs Inspection & Compliance Division (20)

- Division Manager (1)
- Drugs Inspection & Compliance Analyst (1)
- Foods Inspection & Compliance Analyst (1)
- GMP & GLP Inspection Analyst (5)
- Cosmetics & Household Chemicals Establishment Inspection Specialist (2)
- Pharmaceutical Establishment Licensing Specialist (3)
- Food Industry and Outlets Inspection & Compliance Specialist (4)
- Food Establishment Licensing Specialist (3)

Pharmacovigilance & Food Safety Monitoring Division (10)

-Division Manager (1)
-Pharmacovigilance and Post Marketing Surveillance Analyst (1)
- Pharmacovigilance and Post Marketing Surveillance Specialist (2)
Food Safety and Surveillance Specialist (2)
-Drugs Products Information, Promotion and Advertising Specialist (1)
-Food Products Information, Promotion and Advertising Specialist (1)
-Clinical Trial Analyst (1)
- Clinical Trial specialist (1)

Quality Control Laboratory Division (29)
-Division Manager (1)
- Maintenance Specialist (1)

Food Testing Unit (10)
-Director (1)
-Food Products Analysis Officer (4)
-Microbiology Testing Specialist (1)
-Microbiology Testing Officer (2)
-Lab Technician (2)

Medicines and Cosmetics Testing Unit (8)
-Director (1)
-Human Medicines Testing Officer (3)
-Veterinary Medicines Testing Officer (2)
-Cosmetics Testing Officer (2)

Medical Devices & Instrumentation Testing Unit (4)
-Director (1)
-Medical Devices Testing Officer (3)

Pesticides & Poisonous Substances and Chemical Unit (5)
-Director 1)
-Pesticides Testing Officer (2)
-Poisonous Testing Officer (1)
-Chemicals Testing Officer (1)

Planning Unit (4)
- Director (1)
- Planning Officer (1)
- M&E Officer (1)
- Research and Statistics Officer (1)

Human Resource & Administration Unit (12)
-Director (1)
-Human Resources Officer (1)
-Logistics Officer (1)
- Head of Central Secretariat (1)
-Secretaries in the CS (2)
-Documentation and Archives Officer (2)
-Driver (4)

Finance Unit (6)

-Director (1)
-Accountant (2)
-Revenue Accountant (2)
- Secretary to DAF Unit (1)