



Medicines Control Authority of Zimbabwe

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Medicines Control Authority
of Zimbabwe

HUMAN RESOURCES UNIT

TITLE: Standard Operating Procedure for Handling External Experts			
SOP Number: HR 62		Revision Number: 1	
		Document Level: 3	
Date Issued for training: 10/5/24		Effective Date: 13/05/2024	
		Review Date: 05/2026	
Written by:	 C. MARIANI Name	 Signature	 10/05/2024 Date
Approved by HoU/HoD:	 Name	 Signature	 15/5/24 Date
Authorised for use by: (Quality Manager)	 A. CHIKWANE Name	 Signature	 13/05/2024 Date

1.0 **PURPOSE**

The purpose of this procedure is to provide guidelines on the handling of MCAZ experts recruitment, code of conduct as well as conflict and confidentiality matters upon joining the Authority.

2.0 **SCOPE**

This procedure applies to all experts under the Medicines Control Authority of Zimbabwe.

3.0 **FREQUENCY**

As and when required.

4.0 **LOCATION**

4.1 Master copy shall be kept in the Quality Office.

4.2 A controlled copy shall be issued to the Human Resources Unit.

5.0 **DEFINITIONS**

5.1 **Expert** – A person who is very knowledgeable or skilful in a particular area within the functions of the Authority.

5.2 **Internal Expert** – this applies to MCAZ full-time employees.

5.3 **External Expert** – this applies to Board members, Committee members and individual external experts who may be appointed to offer services to the Secretariate.

6.0 RESPONSIBILITY

- 6.1 The Minister of Health and Child Care shall be responsible for the appointment of Board (Authority) members as provided for in the relevant legislation.
- 6.2 The Authority shall be responsible for the recruitment of Committee members.
- 6.3 The Director-General shall be responsible for the appointment of internal and individual external experts.
- 6.4 All Heads of Divisions and Units are responsible for implementing and maintaining this procedure.
- 6.5 Quality Manager/Designate - responsible for monitoring compliance to the procedure, Quality Management System (QMS), International and other relevant standards.

7.0 PROCEDURE

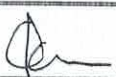
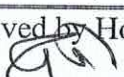
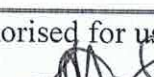
- 7.1 The Authority shall engage experts' services as and when necessary.

7.2 Appointment Procedures

- 7.2.1 Appointment of experts other than Board members shall only be done once approval was granted by the Authority.
- 7.2.2 It shall be the prerogative of the Director-General to appoint such individual external experts from approved sources such as former MCAZ employees with a track record of good performance, expertise, competencies and from established professional associations, institutions among other approved sources.
- 7.2.3 The Appointment and Tenure of Committee Members Policy (DG PM01) shall guide the recruitment and appointment of Committee members.
- 7.2.4 The procedure for Recruitment, Selection and Appointment of Employees (HR 01) shall guide the recruitment and appointment of internal experts.
- 7.2.5 As and when required, individual external experts shall be recruited to offer services to the Authority.
- 7.2.6 For individual external experts, an Agreement for Performance of Work (APW) shall be prepared. The APW shall provide written details of the assignments to be undertaken including duration, outcomes, remuneration and any other relevant details.
- 7.2.7 The individual expert shall provide an up to date Curriculum Vitae (CV). Where applicable, reference checks, police clearance or finger-print vetting forms shall be a requirement by the Authority when hiring individual experts.
- 7.2.8 The appointed individual expert and the Director-General shall sign the agreed APW. Every page of the APW shall be initialised by both parties.
- 7.2.9 The Human Resources Unit shall retain one copy of the signed APW whilst the other copy is given to the appointed individual expert.

7.3 Conflict of Interests and Confidentiality

- 7.3.1 On appointment, all experts shall be required to sign the Authority's approved Declaration of Interests and Confidentiality Forms.

Written by: 	Approved by HoU/HoD 	Authorised for use by QM: 
Date: 10/5/24	Date: 10/5/24	Date: 13/05/2024

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- 7.3.2 Board and Committee members shall sign the Conflict of Interest and Confidentiality Solemn Undertaking by Authority and Committee Members Form – DGF 01.
- 7.3.3 Internal experts shall sign the Conflict of Interest and Confidentiality Solemn Undertaking by Authority Employees Form - HRF 04.
- 7.3.4 It shall be the responsibility of an individual external expert appointed by the Authority to disclose any circumstances that could give rise to a potential conflict of interest related to the subject of the activity in which they will be involved by signing the Declaration of Interests for Individual External Experts Form - HRF 76.
- 7.3.5 It shall also be the responsibility of an appointed individual external expert to undertake to treat information they come across in the course of their duties as confidential relating to the MCAZ's regulatory functions of medicines by signing the Confidentiality Solemn Undertaking by Individual External Experts Form - HRF 74.

7.4 Code of Conduct

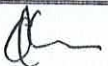
- 7.4.1 Every expert appointed by the Authority and the responsible Minister shall be required to adhere to the Authority's approved Code of Conduct upon assumption of duty.
- 7.4.2 The approved Code of Conduct for Individual External Experts HRF 75 shall be availed and used to guide individual external experts during the tenure of work.
- 7.4.3 Internal experts shall be guided by the MCAZ Code of Ethics (HR-COE-01)

8.0 APPENDICES/ATTACHMENTS

- 8.1 Attachment I: Reference Check Form HRF 03 (where applicable)
- 8.2 Attachment II: Code of Conduct for Individual External Experts HRF 75
- 8.3 Attachment III: Confidentiality Solemn Undertaking by Individual External Experts Form HRF 74
- 8.4 Attachment IV: Declaration of Interests for Individual External Experts HRF 76
- 8.5 Attachment V: Conflict of Interest and Confidentiality Solemn Undertaking by Authority and Committee Members Form – DGF 01.
- 8.6 Attachment VI: Conflict of Interest and Confidentiality Solemn Undertaking by Authority Employees Form - HRF 04.
- q8.7 Appendix I: Agreement for Performance Work (APW)

15.0 RECORDS

Document Number	Title of Record	Retention Period
N/A	Staff Requisition	2 years
N/A	Reference checks	2 years
N/A	Police clearance/finger-print vetting forms	2 years
N/A	Pre-employment medical examination report	2 years
N/A	Agreed Programme of Work/ Appointment Letter	1 year

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10.0 REFERENCE

- 10.1 SOP MR 4.0 Writing Standard Operating Procedure
- 10.2 SOP MR 4.13 Control of Records

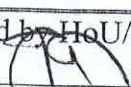
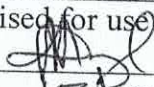
11.0 HISTORY

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of Zimbabwe

DOCUMENT HISTORY		
Revision Number	Date Approved	Reason for Change
N/A	N/A	N/A

Written by: 	Approved by HoU/HoD 	Authorised for use by QM: 
Date: 10/5/24	Date: 10/5/24	Date: 13/05/2024

Appendix I

**AGREEMENT FOR PERFORMANCE OF WORK
BETWEEN
MEDICINES CONTROL AUTHORITY OF ZIMBABWE (MCAZ)
AND**

..... (Full Names) "Contractual Partner"

IT IS HEREBY AGREED THAT:

1.
2.
3. For this work, the Contractual Partner shall be paid by USD/ZWL the gross amount as follows:

Description	Dates	Unit Cost Per Day	No. of Days	Total USD/ZWL
Gross USD/ZWL Amount				\$

3. For this work, the Contractual Partner shall be paid a gross amount of USD/ZWL \$..... (before tax) at agreed rates of USD/ZWL \$..... per day.

The undersigned parties, having read the terms above herewith confirm their acceptance thereof.

THUS DONE AND SIGNED AT HARARE THIS DAY OF 20.....

For MCAZ

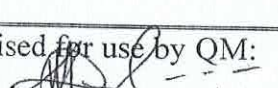
Contractual Partner

.....
Signature
R.T. Rukwata (Mr)
DIRECTOR-GENERAL

.....
Date

.....
Signature
(FullNames)

.....
Date

Written by: 	Approved by HoL/HoD 	Authorised for use by QM: 
Date: 14/5/24	Date: 10/5/24	Date: 13/05/2024