

DATE: 07th October 2025

Job Title: PRODUCT DEVELOPMENT ASSISTANT.

The overall objective of this position is to manage and coordinate regulatory affairs activities, to ensure compliance with national and regional agrochemical regulations, including product registration, renewals and technical documentation.

Reporting to; Business Dev Manager-Crop Protection



Key responsibilities of the successful candidate:

- Manage regulatory affairs processes with PCPB and KEPHIS to ensure compliance with local regulations and guidelines.
- Prepare dossiers and documents for product registration with authorities such as PCPB, KEPHIS, and KEBS.
- Oversee product renewals to ensure timely compliance with regulatory timelines.
- Update and review registration documentation based on authority feedback.
- Maintain and update the registration database and archive regulatory documentation.
- Monitor and communicate legislative changes affecting crop protection, biocontrol, and bio-stimulant products.
- Develop and review product labels, Safety Data Sheets (SDS), and promotional materials in line with regulatory requirements.
- Support and monitor field trials, document results, and prepare efficacy and GAP reports.
- Handle requests, tracking, and applications for import/export permits, certificates, and trial samples.
- Liaise with regulatory authorities, internal departments, and external stakeholders to ensure smooth submission and approval processes.
- Provide regular regulatory update reports on ongoing projects.
- Any other regulatory task assigned by Supervisor.

Key Result Areas for the Successful Candidate:

- Accurate and timely preparation of regulatory dossiers, submissions, and product renewals.
- Compliance with PCPB/KEPHIS regulations and other relevant requirements.
- Effective monitoring and reporting of field trial activities.
- Smooth coordination of product documentation, labels, SDS, and permits.
- Proactive communication with regulatory bodies and internal stakeholders.

Key Skills and Requirements:

- Strong knowledge of PCPB and KEPHIS regulations and procedures.
- Experience using PCPB's Online Pest Control Products Registration System (OPRS).
- Demonstrated understanding of GHS requirements and pesticide risk assessment.
- Excellent technical writing, reporting, and documentation skills.
- Ability to manage multiple regulatory projects simultaneously and meet deadlines.
- Strong interpersonal and communication skills for liaising with authorities, colleagues, and partners.
- A proactive and forward-looking approach to stay ahead of regulatory changes.

Qualification:

- Bachelor's degree in Agriculture, Agricultural Sciences, Biology, Chemistry, Environmental Science, or a related field.
- Minimum of 2–3 years experience handling regulatory affairs.
- Proven ability to review products against complex regulations and prepare robust data packages.
- Advanced PC skills with experience using Microsoft Office, Excel, and PowerPoint.



Interested candidates meeting the above criteria may apply to the undersigned via email explaining why they consider themselves fit for the position together with a **copy of updated CV** to **hr@twiga-chem.com**
Applications must reach by **14th October 2025**