

## We are looking for a Regulatory Affairs Intern

Vestergaard is a dynamic social enterprise dedicated to innovation in material science that can help solve some of the world's most pressing challenges. Our insecticide-treated bed nets have become a mainstay of global malaria elimination programmes.

Founded in Denmark in 1957, today the company is headquartered in Switzerland, with manufacturing and quality testing operations in Viet Nam. We have a strong presence in Africa, with employees located across the Sub-Saharan region and facilities including a vector control research laboratory in Ghana established in partnership with the Noguchi Memorial Institute for Medical Research.

We have been a member of the United Nations Global Compact since 2006, and a certified B Corporation since 2021.

### **ABOUT THE JOB**

The Regulatory Affairs Intern provides essential administrative and scientific support to the Global Regulatory team. They will support the preparation of regulatory briefing materials, maintain regulatory databases, organise documentation within internal systems, and assist with coordinating activities involving internal and external stakeholders. The role will also be involved in regulatory submissions, product compliance, and cross-functional regulatory projects.

This role is based in Nairobi, and will report directly to the Global Regulatory Manager.

#### **Main responsibilities**

##### **Regulatory Support & Documentation**

Prepare and format regulatory briefings, summaries, and internal guidance; organise and archive documents on Teams and SharePoint in a compliant structure; assist with dossier compilation; and support the collection and organisation of scientific and regulatory data from internal teams and external partners.

##### **Database & Administrative Tasks**

Maintain the product regulatory database (submission tracking, certificate status, expiry monitoring), ensure data accuracy through regular checks, and provide administrative support for regulatory projects, contracts, purchase orders, invoicing, and vendor onboarding.

##### **Stakeholder Coordination**

Support regulatory mapping by gathering intelligence and coordinating with internal and external stakeholders; facilitate communication with agents, consultants, research partners, and authorities; and track timelines while preparing status updates for business units.

### **QUALIFICATION & EXPERIENCE**

- Bachelor's degree in a scientific field (chemistry, biology, toxicology, pharmaceutical sciences, environmental sciences, or related disciplines)
- Ability to work with data and maintain structured records.
- Strong organisational skills; ability to manage multiple tasks with attention to detail.
- Good written and verbal communication skills.

- Proficiency in MS Office (Word, Excel, PowerPoint) and collaboration tools (Teams/SharePoint).
- Interest in regulatory affairs, public health, compliance, or product registration processes.

## HOW TO APPLY

Vestergaard embraces diversity and inclusion in our workforce and is an equal-opportunity employer. We are committed to the safeguarding of our staff and creating an inclusive workplace. We welcome applications from all profiles, regardless of age, race, color, national origin, gender, sexual orientation, disabilities or background. Please apply [here](#)

For more information about us, please visit: [www.Vestergaard.com](http://www.Vestergaard.com) or our YouTube channel [www.youtube.com/user/VestergaardFrandsen](http://www.youtube.com/user/VestergaardFrandsen)