

Executive / Sr. Executive – Regulatory Affairs (GCC)

Location	Mumbai HO
Department	Regulatory Affairs
Reports to	Manager Regulatory Affairs
Experience	Regulatory affairs / CTD dossier preparation and submission, ideally with GCC-market exposure (Executive to Sr. Executive level)
Qualification	B.Pharm

About the role

Prepare, compile, and submit regulatory dossiers in CTD format for new product registrations across GCC markets, coordinating with cross-functional teams to ensure submission readiness. The role also tracks regulatory intelligence, manages health-authority queries and labelling/artwork review, and maintains lifecycle documentation for existing marketing authorizations.

Key responsibilities

- Prepare, compile, review, and submit CTD-format regulatory dossiers for GCC product registrations
- Coordinate with R&D, QA, QC, Production, and Supply Chain to gather submission documentation
- Monitor GCC regulatory guideline updates and assess impact on products
- Respond to health-authority queries and deficiency letters
- Review product labelling, packaging, and artwork for regulatory compliance (Arabic/English)
- Manage variations, renewals, and lifecycle documentation for marketing authorizations

To apply, email your CV to careers@naprodgroup.com, quoting the role title. No application fee, no third-party portal, ever.