



The South African Health Products Regulatory Authority (SAHPRA), is the National Medicines Regulatory Authority established in terms of the ***Medicines and Related Substances Act, 1965, (Act No. 101 of 1965) as amended***, to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials and medical devices, and related matters in the public interest.

TECHNICAL SCREENER (5 X POSTS)
Ref No.: SAHPRA 013/2020 (Full-time 2-Year Fixed Term Contract)

CENTRE: Pretoria

REQUIREMENTS: Appropriate 3-year degree in Chemistry or Bachelor of Pharmacy Degree or BSc in a Biological Science or equivalent. 3 years' experience after registration with SAPC. Exposure to a medicines regulatory environment is an added advantage. Registration with SAPC or HPCSA.

KNOWLEDGE AND SKILLS: *Theoretical knowledge of technical aspects for evaluation of medicines across all fields, namely: Safety and efficacy, Quality and bioequivalence, Naming and scheduling, Good Manufacturing Practice. *Comfort working with computers and computer software packages. *Displays a strong academic background. *Ability to communicate fluently in English with both written and verbal communication. *Ability to work precisely and efficiently. *Able to remain self-motivated with the ability to work independently. *Ability to prioritize and displays excellent time management skills. *Knowledge of the regulatory environment. *Positive attitude.

DUTIES:

- **Provide technical screening of applications to enable the further evaluation and subsequent registration:** *Assess each module of the application against the relevant technical screening checklist to ensure they are appropriate in terms of format and content as defined by the relevant guidelines. *Write technical content queries for assigned applications and submit them to the relevant application manager. *In the event of query responses, address query responses from applicants and inform application manager on the sufficiency of responses. *Perform initial or secondary check on certificates for approved medicines and make corrections when necessary. *Perform initial or secondary check on government gazettes and make corrections when necessary. *Additional duties as defined by the Health Product Authorisation backlog department head.
- **Risk Management and Audit:** *Standard operating procedures and guidelines must be adhered to. *Attend relevant training as may be necessary to support your function. *Provide weekly progress reports to the Health Product Authorisation backlog department head.

INSTRUCTIONS TO APPLICANTS: All applications must:

- Be made on Z83 forms (obtainable <http://www.dpsa.gov.za/dpsa2g/documents/forms/employ.pdf> or from any Government department).
- Be completed in full, clearly reflect the name of the position, name and date of the publication (candidates must use the **post reference numbers**), be signed, accompanied by a comprehensive CV, the names of 3 referees and recently certified copies of ID and qualification/s. Applications without the afore-mentioned will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
- A separate application form must be completed for each post. SAHPRA will not be liable where applicants use incorrect or no reference number on their applications.
- Applications must be submitted by email to recruitment@sahpra.org.za, including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**
- No late or faxed applications will be accepted. CV's will not be returned. Applications, which are received after the closing date, will not be considered.
- Further communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within 3 months of the closing date, please consider your application as unsuccessful.
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by SAHPRA.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records, citizenship status and previous employment.

SAHPRA is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. SAHPRA reserves the right to fill or not to fill the vacant post/s.

Enquiries: Ms S. Molepo, Tel: +27 71 605 1508. Email: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 11 May 2020 at 16H00.