



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.

ADMIN SCREENER X2

Ref No.: SAHPRA 038/2020 (Full-time 12-months Fixed Term Contract)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 minimum: An appropriate 3-year qualification. National certificate/National Diploma/Post Graduate certificate/ Post graduate Diploma /Bachelor's Degree /B-Tech is an advantage. 3 years' experience in a similar role. Exposure to a medicines regulatory environment is an added advantage.

KNOWLEDGE AND SKILLS: * Comfort working with computers and computer software packages. * Ability to communicate fluently in English with both written and verbal communication. * Flexibility in adopting to new processes. * Quality conscious and excellent attention to detail and accuracy. * Detail-oriented with strong organization skills. * "Can do" mentality.

DUTIES:

- **Assess and evaluate applications for the registration of medicines:** * Receive and sort electronic applications from industry based on active pharmaceutical ingredient (API). * Perform validation of application (does application open, perform virus check etc.). * Assess application against the relevant electronic administrative checklist or ensure eCTD application has passed validation. * Submit administrative queries resulting from screening to the relevant application manager. * Address query responses to administrative queries from applicants and inform application manager on the sufficiency of responses. * Organise logistics for committee meetings as and when they are required. * Assist in the printing of certificates for approved medicines and subsequent distribution to applicants. * Additional relevant duties as defined by the Health Product Authorisation backlog department head.
- **Conduct 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 submitted with a covering letter clearly reflecting the **name of the position and post reference number**, 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 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: Email: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 02 October 2020 at 16H00.