



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.

DEPUTY MANAGER: X-RAYS LICENSING (ELECTRONIC GENERATORS OF IONIZING RADIATION)

Ref No.: SAHPRA 58/2020

CENTRE: Pretoria

REQUIREMENTS: * BSc. Degree with Honours in Medical Physics. * Professional registration with the HPCSA.

Experience: * Minimum experience of 8 years working as Medical Physicist in Radiation Oncology and/or Diagnostic Radiology. * Working knowledge of and experience with relevant national legislation and international standards. * Managerial experience is preferred. * Aptitude tests will be conducted.

COMPETENCIES/SKILLS: * Comprehensive knowledge and understanding of relevant legislation, protocols, standard operating procedures, and work instructions. * Preparation and management of strategic plans, business plans and budgeting. * Performance management and team management skills. * Self-motivated and ability to work independently. * Ability to manage a variety of cross-functional team members. * Competent in problem solving, research skills and team building. * Attention to detail. * Information evaluation. * Decision making. * Objectivity. * Resilience and ethical behaviour. * Communication skills (verbal, written, negotiation, conflict management, presentation). * Interpersonal skills. * Assertiveness. * Customer service. * Planning and organising skills * MS Office. * A valid driver's licence.

DUTIES:

- **Manages and controls the operations, processes, and innovations of the Sub-unit: Electronic Generators of Ionizing Radiation ("X-Rays") by:** * Developing effective strategies for licensing, inspections and enforcement related to electronic generators of ionizing radiation, in collaboration with Sub-directorate: Inspectorate. * Maintaining oversight of (and accountability for) licensing of electronic generators of ionizing radiation, non-compliances and enforcement related to regulation of ionizing radiation and radiation protection, in collaboration with Manager: Inspectorate and Manager: Radionuclides. * Supporting the coordination of functions between the sub-units i.e., Radionuclides, Inspectorate and Electronic Generators of Ionizing Radiation ("X-Rays"). * Conducting needs analyses and providing inputs to budget and acquisition of assets, consultants, and

contractors. * Providing staff leadership, performance management, skill and career development, motivation, discipline, and dealing with complaints/grievances. * Collating and submitting analyses and reports in accordance with standard procedures and prescribed formats.

- **Ensures effectiveness of internal/sub-unit operational processes by:** * Ongoing review and optimisation of operations and processes. * Developing, reviewing, and improving the accuracy of databases. * Coordinating operations, processes, and projects between the three sub-units. * Encouraging effective utilisation of resources to enhance value for money. * Developing (and reviewing) internal policies, in collaboration with senior management. * Evaluating and improving security (physical, information, cyber).
- **Ensures the appropriate development, evaluation, and continuous improvement of regulatory control by:** * Advising on and leading processes to improve regulatory control and cooperative governance. * Supporting, coordinating, and participating in research projects and new developments in these fields. * Supporting, coordinating, and participating in national and regional technical cooperation projects. * Developing, reviewing, and improving regulatory management systems. * Identifying gaps, overlaps and shortcomings in the regulatory control and cooperative governance processes.
- **Builds human capital in the sub-unit by:** * Working with Manager and relevant functional heads to develop plans and procedures for information and knowledge management and the sourcing, acquisition, and development of staff with required critical skills.
- **Implements internal communication and incident reporting procedures by:** * Liaising with management, and the legal and communications departments for advice and to clarify established SAHPRA systems and methodologies. * Providing comments, inputs and advice on international standards and guidance documents, representing the interests of South Africa as member state of the IAEA, under the guidance of senior management and in collaboration with medical physicists and radiation scientists. * Managing investigation of incidents and accidents, and the formulation of appropriate communications with licensees, other regulatory authorities, and general public, in collaboration with the Deputy Manager: Inspectorate and the Deputy Manager: Radionuclides, and under the guidance of the Manager: Radiation Control. * Representing SAHPRA interests on national, regional, and international levels (forums, committees, etc.).

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 applications will be accepted. CVs will not be returned. Applications, which are received after the closing date and time, 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, Email: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 08 January 2021 at 16H00.