



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.

**REVIEWER: ELECTRONIC GENERATORS OF IONIZING RADIATION**

**Ref No.: SAHPRA 005/2021**

**CENTRE: Cape Town/Pretoria**

**REQUIREMENTS:** \* A Bachelor's degree (preferably B.Rad or B.Sc).

**Experience:** \* Minimum of 8 years working experience. \* Working knowledge of and experience with relevant national legislation. \* Working knowledge of and experience with a database.

**COMPETENCIES/SKILLS:** \* Comprehensive knowledge and understanding of relevant legislation, protocols, standard operating procedures, and work instructions. \* Attention to detail. \* Self-motivated and ability to work independently. \* Competent in problem solving, research skills and team building. \* 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. \* Aptitude tests will be conducted.

**DUTIES:**

- **Review and verify applications for a licence to use new diagnostic X-ray equipment:** \* Check application for completeness and correctness. \* For existing licence holder, check whether QC tests of existing X-ray equipment are up to date. \* Refer application to Manager for approval with recommendation regarding issuing of licence. \* Capture information on database and issue licence.
- **Review and verify application for a licence to use new therapeutic X-ray equipment:** \* Check application for completeness and correctness. \* Refer application to Manager for approval with recommendation regarding issuing of licence. \* Capture information on database & issue licence. \* Arrange for outcome of application to be communicated to licence holder and local supplier.
- **Review and verify application, and issue the licence to use new dental X-ray equipment:** \* Check application for completeness and accuracy. \* For existing licence holder, check whether QC tests of existing X-ray equipment are up to date. \* Process application, capture information on database and issue licence. \* Arrange for outcome of application to be communicated to licence holder and local supplier.

- **Review and verify application for a licence to use second-hand diagnostic or dental X-ray equipment:** \* Check application for completeness and accuracy. \* Refer applications for medical equipment to Manager for approval with recommendation regarding issuing of licence. \* Process application, capture information on database and issue licence. \* Communicate outcome of application to licence holder.
- **Review and verify application, and issue the licence to use new or second-hand non-medical X-ray equipment:** \* Check application for completeness and accuracy. \* Process application, capture information on database and issue licence. \* Communicate outcome of application to licence holder and local supplier (for new).

**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](mailto: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](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 19 February 2021 at 16H00.