



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: RADIONUCLIDES X2
Ref No.: SAHPRA 004/2021

CENTRE: Cape Town/Pretoria

REQUIREMENTS: * B.Sc (Physics or Medical Physics) or B.Rad (Nuclear Medicine).

Experience: * Minimum experience of 3 years working with radiation science or as nuclear medicine radiographer. * Working knowledge of and experience with relevant national legislation and international standards. * Working knowledge of and experience with a database.

COMPETENCIES/SKILLS: * Attention to detail * Attention to detail. * 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. * 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 all license applications:** * Check all license applications for completeness, correctness, and compliance. * Refer applications to Radiation Scientists for assessment and recommendation for licensing. * Verify accuracy of information on database and/or capture information accurately on database. * Communicate to license holders.
- **Reconcile and prepare reports:** * Supplier's monthly reports. * Imports and exports reconciliations. * Disposals reconciliations. * Temporary loans reconciliations. * Prepare statistical reports.
- **Follow up on defaulters:** * Dispatch renewal notifications and annual returns. * Record, verify and process annual returns. * Follow-up on non-renewals and non-returns. * Prepare reports related to non-renewals and non-returns.
- **Process and update information on database relating to:** * Inspections and communicate non-compliances to Radiation Scientists. * Source exchanges. * Imports and exports.
- **Process information related to radiation over-exposure on database:** * Receive and capture over-exposures on database. * Communicate with license holders. * Refer to Radiation Scientists for assessment and recommendation.

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: 19 February 2021 at 16H00.