



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.

**SENIOR ADMINISTRATIVE OFFICER  
(Quality Management Systems)  
Ref No.: SAHPRA 21/2021  
CENTRE: Pretoria**

**REQUIREMENTS:** \* A National Diploma (NQF Level 6), in Business Management/Quality Management or equivalent. \* An undergraduate degree will be an added advantage plus at least five (5) years of quality assurance administration experience in a corporate environment. \* Knowledge and understanding of ISO 9001:2015. \* ISO 9001 implementation or auditing certificate will be an added advantage.

**COMPETENCIES AND SKILLS:** \* Strong administrative and organizational skills. \* Willingness to work extended hours as and when required. \* Ability to communicate fluently in English (both written and spoken). \* Decision-making ability. \* Critical thinking and problem-solving skills. \* Planning and coordination skills. \* Ability to influence others and manage conflict when necessary. \* Ability to tolerate stress and work under time pressures. \* Deadline driven. \* Attention to detail. \* Team player and can work independently.

**DUTIES:**

**Manages and coordinates quality management unit office administration function by:** \* Providing administrative support for the development, maintenance of quality management system. \* Ensuring accuracy of standard operating procedures of the Quality Management Unit, oversees implementation and adherence. \* Managing and facilitation of quality documentation system. \* Records management. \* Supporting corrective action request program by capturing, following up and collecting data for reporting. \* Assisting with business process analysis and internal audits, including evaluating and implementing proposed process changes. \* Ensuring appropriate monitoring mechanisms, processes, documentation, and checkpoints for successful execution of key Quality Management Projects. \* Responding and work closely with others regarding deviations, complaints, CAPA, change controls. \* Offering secretarial services to Quality Management Unit related committees when necessary. \* Developing and implementing an effective office administration system for the QMS office.

**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 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: [matshepo.mokotong@sahpra.org.za](mailto:matshepo.mokotong@sahpra.org.za) **(DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS)**

**CLOSING DATE:** 02 July 2021 at 16H00.