



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.

### **Portfolio Coordinator: New Medicines: Orthodox & Biologicals**

**Ref No.: SAHPRA 029/2021**

**Salary Level: 11**

**Centre: Pretoria**

**REQUIREMENTS:** Relevant Bachelor's degree in Pharmacy or Natural Sciences (NQF Level 7) plus Certificate in Project Management and at least Five (5) years of relevant experience. Experience in the Medicines Regulatory environment as well as Risk and Software management would be an advantage.

**COMPETENCIES/ ATTRIBUTES REQUIRED:** \* Strong administrative and organizational skills. \* Willingness to work extended hours as and when required. \* Ability to communicate at all levels. \* Deadline driven. \* Attention to details. \* Versatility and Innovative thinking. \* Team player and can work independently. \* Ability to work well under pressure.

#### **DUTIES:**

- Manages the new medicine and response processes that includes receiving, uploading, administrative screening and allocating new medicine and response applications for evaluation
- Manages the progress of new medicine and response applications by initiating stakeholder engagements and maintaining an accurate tracking system
- Maintains the accessibility, quality, and accuracy of information on the tracker and documents generated during the registration process.
- Manages preparation for Advisory Committee meetings to facilitate the finalization of regulatory decisions
- Oversees the preparation and issuing of new registration certificates within the target timelines:
- Collates relevant statistics and supporting information for presentation of quarterly performance reports

**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:** 24 August 2021 at 16H00.