



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.

**ADMIN SCREENER (Radiation Control)
DPSA Equivalent Level SR 5 (Non-OSD)
Ref No.: SAHPRA 041/2021**

CENTRE: Pretoria

REQUIREMENTS: • Matriculation (NQF Level 4) plus 1-2 years' experience in office administration. • A post-matric certification/ diploma will be an added advantage.

Experience: • Experience in MS Office (Word, Excel, Email/Outlook). • Basic radiation control knowledge is a requirement.

COMPETENCIES, KNOWLEDGE AND SKILLS: * Strong administrative and organizational skills. * Willingness to work extended hours as and when required. * Ability to read, write and communicate fluently in English. * Resilience and ability to work under pressure. * Deadline driven. * Attention to detail. * Innovative thinking. * Team player and ability to work independently. * Interpersonal skills. * Communication skills.

DUTIES: • **Screening Administrative Support:** * Uploads applications and related documents according to internal standard operating procedures. * Receives and sorts electronic applications from industry. * Captures relevant details into database as per SOP. * Screening applications using screening checklist and noting omissions. * Assess applications against the relevant electronic administrative checklist. * Submit administrative queries resulting from screening and applicants to the relevant manager. * Mailing screened license applications to the technical reviewer to finalise the screening before sending for licensing. • **Administrative Support and Compliance:** * Ensures the business unit complies with the approved Standard Operating Procedures. * Manages and updates the electronic data storage system. • **Follow up on outstanding information and inspection report responses:** * Follow up on outstanding application forms. * Send reminders to license holders on pending information required. • **Management of risk and audit queries:** * Confirmation of inspection dates and areas. * Timeous sending of inspection reports. * Issuing of pending files to inspector/s for follow-up. * Manage office equipment and consumables. * Arrange and confirm transport and accommodation timeously. * Effective handling of enquiries from public and license holders and admin tasks related to the queries.

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, 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 November 2021 at 16H00.