



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 ADMINISTRATION OFFICER (Radiation Control)
DPSA Equivalent Level SR 7 (Non-OSD)
Ref No.: SAHPRA 042/2021**

CENTRE: Pretoria

REQUIREMENTS: • A National Diploma (NQF Level 6) in Business Management or equivalent. • An undergraduate degree or higher is an added advantage.

Experience: • At least five (5) years relevant experience in administration and/or data management. • Supervisory training will be an added advantage.

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. * Decision-making ability. * Critical thinking and problem-solving skills. * Planning and coordination skills. * Ability to manage conflict. * Ability to work under pressure. * Deadline driven. * Attention to detail. * Innovative thinking. * Supervisory skills. * Team player and ability to work independently. * Interpersonal skills. * Communication skills. * A driver's licence.

DUTIES: • **Oversees and coordinates the administrative support given to the processes by:** * Developing work schedules for the Admin screeners. * Allocating the workload equitably. * Changing work allocations to enhance team contribution. * Ensuring quality and accuracy of administrative screening according to the checklist. * Monitor staff work output in terms of productivity by recording of statistics, and timeously resolving/escalating queries from internal or external stakeholders. * Ensuring that targets are met; and that applicants are kept informed of the outcomes. * Assisting in administrative training and on-boarding of new admin staff. * Manage the unit query spreadsheet and ensure queries are resolved. • **Unit Information Management and Coordination:** * Develops a file plan of the unit's output to ensure accessibility. * Validates the accuracy of the performance information as per the unit's targets. * Assist the audit processes in collaboration with quality management and finance units. * Maintains the Master applications tracker and database. * Assists with development of standard operating procedures (SOPs and guidelines) for and ensures compliance. * Checking that the proofs of payment are valid and correct. * Compiling information on all applications received for Finance Department each month (Application letters, Proofs of payment, and approval letters). **Coordinate and oversee administration operations related to Radiation Control Unit processes.** • **Supervise and manage the administrative processes of the following strictly in accordance with established operating**

procedures and guidelines: * Receives and allocate license application forms for used X-ray units according to the Hazardous Substances Act 15 of 1973. * Ensures that all application forms received are correctly logged on tracking sheet. * Coordinates the Screening and forwarding of license application forms to the technical reviewer. * Compiles statistics of workflow from the subunit to the license issuing office and submits a report. * Data capturing of applications in the database. * Manage annual submission of compliance information for the Unit.

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.