



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.

ASSISTANT MANAGER (BACKLOG CLEARANCE PROJECT)
POST REPORTS TO: Programme Manager: Backlog Clearance Project
Ref No.: SAHPRA 001/2022 (Full-time, 12 months Fixed Term Contract)
DPSA: LEVEL 11
CENTRE: Pretoria

JOB PURPOSE: The job exists to support SAHPRA to clear the medicines application backlog through project management of assigned responsibilities.

REQUIREMENTS:

- An appropriate 4-year Pharmacy Degree plus at least 5 years' experience in Regulatory Affairs (with associated technical knowledge of the medicines regulatory environment)
- Experience in QMS will be highly advantageous
- A successful track record of engaging in cross-functional projects

COMPETENCIES: * Sound knowledge of medicines regulatory principles and technical requirements. * Knowledge of QMS processes, procedures & auditing principles. * Knowledge of Batho Pele principles, people management, time management, strategic planning, leadership, organizing, coordinating and diversity management skill. * Problem solving and innovative thinker. * Strong analytical skills and attention to detail * Work effectively in a high-pressure environment, handling multiple tasks simultaneously through prioritization and organization. * Ability to communicate fluently in English with both written and verbal communication

DUTIES

- Develop strategies (in collaboration with the Programme Manager) in line with the overarching target of clearing the application backlog within the required timeframe
- Assist in tracking and monitoring progress of Backlog Clearance Project and its objectives
- Facilitate meetings to discuss performance against predetermined targets, key risks to progress and the development of potential solutions to those risks
- Provide strategic, analytical, communication, and project management support to the Backlog Clearance Project with a focus on solution implementation to identified risks
- Develop strong relationships with Project staff and other internal stakeholders
- Draft communications and/or presentations to external industry stakeholders, the SAHPRA EXCO and Board
- Additional duties as defined by the Programme Manager

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 M Mokotong, Email: matshepo.mokotong@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 28 January 2022 at 16H00.