



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.

**MEDICINES CONTROL OFFICER: INSPECTOR (GWP)**  
**(DPSA Equivalent Level OSD TCE: Grade 2: R702 819 p/a; Grade 3: R796 041 p/a)**  
**Ref No.: 011/2022**

**CENTRE: Pretoria**

**REQUIREMENTS:** • Appropriate 4-year Bachelor of Pharmacy Degree or BSc in Chemistry or Biological Science or equivalent. Proven experience within pharmaceutical arena.

**Experience:** • **Grade 2:** Chemistry degree or Biological Science degree - 10 years appropriate experience; B-Pharm degree and SAPC registration as a Pharmacist / B-Pharm Degree - 8 years appropriate experience; • **Grade 3:** Chemistry degree or Biological Science degree - 18 years appropriate experience; B-Pharm degree and registration as a Pharmacist with minimum 8 years appropriate experience / B-Pharm degree – 16 years appropriate experience. Proof of registration as a Pharmacist must be submitted with your application.

**The post-holder must have:** \* Sound and in-depth knowledge of the Medicines and Related Substances Act 101, 1965 as amended and the regulations pertaining to the Act. \* Sound knowledge of regulatory scientific and technical requirement (to assess the quality, safety and efficacy aspect). \* Sound and in-depth knowledge of the administrative processes for registration of medicines in the Republic of South Africa. \* Ability and willingness to travel, prepared to be away from home for weeks at a time and work irregular hours. \* Ability to work in a highly pressurised environment and driven by a sense of urgency to meet deadlines. \* A valid driver's licence.

**COMPETENCIES, KNOWLEDGE AND SKILLS:** \* Comprehensive knowledge and understanding of South African and International Regulators guidelines, relevant legislation, protocols, standard operating procedures and work instructions. \* Performance measurement skills. \* Self-motivated and able to work independently. \* Ability to interact with variety of cross-functional team members. \* Competent in problem solving and team building. \* Information evaluation. \* Decision making. \* Objectivity. \* Resilience. \* Communication skills (verbal, written, negotiation, conflict management, presentation). \* Interpersonal skills. \* Assertiveness. \* Ethical behaviour. \* Customer service. \* Planning and organising skills. \* Team management. \* Statistical analysis. \* Knowledge and application of MS Office. \* Computer skills.

**DUTIES:**

**Output 1: Inspection of sites within the medicine distribution supply chain according to Good Wholesaling Practices:** \* Inspect sites and supply chains that are subject to adherence to Good Wholesaling Practices (Wholesaling and Distribution), locally and internationally, for compliance with Wholesaling and Distribution practices as accepted by SAHPRA and other PIC/S aligned regulatory agencies. \* Prepare inspection reports with the defined timelines. \*

Review and manage responses from inspected sites within the defined timelines. \* Draft summary reports and resolutions for inspected sites within defined timelines. \* Prepare reports for SAHPRA and/or relevant advisory committees. \* Assess and evaluate inspection reports of other regulatory authorities in relation to wholesaling and distribution to support acceptance of these reports by SAHPRA. \* Assist in minuting the recommendations of relevant advisory committees of SAHPRA applicable to the activities of the Inspectorate. \* Record statistics of reports, resolutions, and other relevant aspects of the inspection process. \* Manage the associated risks and audit queries related to the inspection process, ensuring that proper procedure is followed, and care is taken, when managing inspection related resources (including inspection hours spent and aspects of travel) and that all relevant records and evidences are maintained for audit purposes. \* Submit weekly work-plan and output to the Unit Manager (quantitative and qualitative reports).

**Output 2: Communication and liaison with stakeholders:** \* Liaise with Inspectors from international regulatory authorities. \* Participate in the working groups of PIC/S. \* Investigate and attend to industry / applicant queries. \* Liaise with members of the industry to discuss resolutions / decisions of the SAHPRA and requirements of the Medicines Act. \* Conduct inspections and interactions with stakeholders according to the prescribed Code of Conduct.

**Output 3: Quality Management System:** \* Maintain Standard Operating Procedures, forms, and records applicable to the Good Wholesaling Practice inspection process. \* Development and maintenance of guidelines regarding Good Wholesaling Practice and associated aspects, for wholesalers, exporting wholesalers and bond stores. \* Development and execution of the individual training plan, ensuring that training records are kept and maintained.

**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 aforementioned documents/information 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 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](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 25 February 2022 at 16H00.