



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.

MEDICAL DEVICES & IVD REGISTRATION OFFICER

Ref No.: 012/2022 (Permanent)

DPSA Equivalent NON OSD: TCE SR LEVEL 10 (+ in leu of 37% benefits)

CENTRE: Pretoria

REQUIREMENTS: • An appropriate 4-year Pharmacy Degree or equivalent NQF level 7 or Life Sciences. At least three (3) years' regulatory experience in Medical Devices including IVDs.

COMPETENCIES: * Sound knowledge of medical devices including IVDs. * Sound knowledge of regulatory scientific and technical requirement. * Knowledge of PFMA, Treasury regulations, government policies, procedures, processes, financial and related transversal systems used by government, financial administration, statistical, budgeting. * Knowledge of Batho Pele principles, people management, problem solving, time management, strategic planning, leadership, organizing, coordinating and diversity management skill. * Good communication (Verbal and written), Problem solving and innovative thinker.

DUTIES: * Manage the process of product technical dossier, technical screening and review. * Communicate with applicant the outcome of product technical screening/ review. * Prepare product technical review and screening document for various committees to review. * Compile and review processes and guidelines related to Medical Devices Unit operations. * Prepare reports for SAHPRA and relevant advisory committees. * Liaise with international regulatory authorities. * Interview members from the industry to discuss SAHPRA Board resolution, requirements of the ACT and Medical Devices and IVD quality issues. * Assist in minuting the recommendations of relevant advisory committees of SAHPRA application to the activities of the unit. * Investigate and attend to industry / applicant's queries. * Assist the manager with compiling monthly financial report related to their activities. * Capture and maintain data relating to measuring and monitoring of performance metrics and peer reviewed reports, and record statistics generated. * Manage the associated risk and audit queries. * Submit weekly workplan and outputs to the unit 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: 04 March 2022 at 16H00.