



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.

### **SHORT-TERM CONTRACT**

#### **PORTFOLIO COORDINATOR: PHARMACOVIGILANCE X2**

**Ref No.: SAHPRA 32/2022 (Contract Position Ending 30 June 2022)**

**NOTE: Applicants should be available to commence duty immediately.**

**CENTRE: Pretoria**

**REQUIREMENTS:** • Appropriate 4-year Bachelor of Pharmacy Degree and registration as a Pharmacist with the South African Pharmacy Council (SAPC) OR an MBBCH degree.

**Experience:** • At least Five (5) years of relevant experience. Experience in the Medicines Regulatory environment as well as Risk and Software management would be an advantage.

**COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES):** \* 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 (in terms of quality, safety and efficacy aspect). \* Knowledge of Good Pharmacovigilance Practice. \* Comprehensive knowledge and understanding of the international regulators. \* Computer skills (MS Office packages). \* Drive and self-management skills. \* Planning and organizing skills. \* Communication skills (verbal, written, conflict management, presentation). \* Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. \* Assertiveness. \* Ethical behaviour. \* Must be willing to travel and work irregular hours. \* A valid driver's licence.

**DUTIES:** • Evaluate safety related submissions and responses thereof. • Co-ordinate Pharmacovigilance activities and Committee meetings. • Supervise administrative staff and attend to queries addressed to the Pharmacovigilance Unit. • Provide technical assistance and support to appropriate Advisory Committee/s and SAHPRA generally. • Develop Standard Operating Procedures (SOPs), related policies and guidelines pertaining to Pharmacovigilance activities. • Promote vigilance by collecting, managing and accessing ADR and medication error reports including post-marketing surveillance and research data. • Create and promote PV awareness and education amongst reporters regarding the significance/importance of reporting ADRs and the use of the reporting tools. • Collaborate with different stakeholders to strengthen PV within the country. • Evaluate and communicate vigilance related issues. • Perform other related functions that may arise from time to time.

**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](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 M. Mokotong, Email: [matshapo.mokotonh@sahpra.org.za](mailto:matshapo.mokotonh@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 20 May 2021 at 16H00.