



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 UNTIL 31
JANUARY 2023**

ADMINISTRATOR OFFICERS X 4
DPSA Equivalent NON OSD: TCE SR LEVEL 5 (+ in leu of 37% benefits)
MEDICAL DEVICES LICENSING
Ref No.: SAHPRA 042/2022 (Contract Positions Ending 31 January 2023)

NOTE: Applicants should be available to commence duty immediately.

CENTRE: Pretoria

EDUCATION, TRAINING, PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:

1. Appropriate qualification in administration/administrative diploma with at least one year experience in data collation and administration
1. Advance Microsoft system experience
2. Appropriate software development qualification will be an advantage

COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES:

1. Basic computer literacy skills
2. Organizational skills
1. 3.Scheduling skills and planning skills
3. Time management skills
4. Verbal and written communication skills
5. Critical thinking skills
6. Teamwork
7. Quick learning skills
8. Detail-oriented
9. Knowledge and application of Microsoft office: not exclusive Ms Words, Ms Excel, Ms PowerPoint, MS outlook applicable skills
10. Ability to multitask
11. Team player and good communication skills
12. Microsoft office skills will entail the ability to: creating spreadsheets, creating tables, analysing data, Formulas, Group data, Functions

DUTIES:

1. Extract all information related to product listing (excel spreadsheet and CD's) for all applications received and save them one database.
3. Develop a robust data system, that is user friendly, i.e., information can be easily retrievable and be used as and when required by the regulator
5. 3. Collate all data information received from applicants.
6. 4. Data capturing of manual submitted application on a CD.
7. 5. Scanning documents that do not a CD and capturing data

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

CLOSING DATE: 29 June 2021 at 16H00.