



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.

BORDER MEDICINES CONTROL TECHNICIAN (FIXED TERM CONTRACT POSITION: 24 MONTHS)

Salary: DPSA Equivalent Level SR 7 (Non-OSD)

Ref No.: SAHPRA 050/2022

CENTRE: Both Port Elizabeth Airport and Harbour

REQUIREMENTS: • Advanced Certificate: Pharmacy Technical Support qualification (Registration with SAPC as per current Pharmacy Act Regulations).

Experience: • A minimum of 2 years' experience practicing the scope of the qualification in the pharmaceutical sector. • Sound and in-depth knowledge of the regulatory compliance requirements in South Africa.

COMPETENCIES, KNOWLEDGE AND SKILLS: * Knowledge and understanding of the Medicines and Related Substances Act, 101 of 1965. * A solid understanding of application procedures. * Planning, organizational and interpersonal skills. * Investigation skills. *.Computer skills and knowledge of MS Office. * Drive and self-management skills. * Communication skills (written, verbal, negotiation, conflict management, presentation). * Resilience. * Assertiveness. * Ethical behaviour. * Must possess a valid driver's licence.

DUTIES: • Ensure that all imported health products for release into the Republic of South Africa possess applicable SAHPRA authorizations, e.g. licence, product authorization, certificate or permit. • Stop the non-compliant health product shipments from entering the country and ensure that necessary processes are undertaken. • Collaborate with Border control agencies for control of health products. • Refer to relevant SAHPRA unit any deviations that require Regulatory Compliance Management or Inspectorate intervention. • Develop, review and ensure implementation of approved Standard Operating Procedures (SOPs) for release / denial of health products at the approved port of entry. • Work with Port Health and Customs in evaluating, processing and deciding on compliance status and outcome for imported health products. • Maintaining records by recording and filing daily in the required format all import related documents. • All activities must be within approved processes within the Regulatory Compliance Unit and report to Manager on improvement measures needed monthly. • Report performance weekly to the allocated Medicines Control Officer: Regulatory Compliance at SAHPRA Headquarters. • Submit weekly work-plan and output to the Manager: Regulatory Compliance (quantitative and qualitative reports). • Participate in monthly meetings with Port Health. • Prepare reports for consideration of your Medicines Control Officer supervisor, Unit Manager and Senior 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 and email addresses of 3 referees and recently certified copies of ID, required qualification/s (matric included) and driver's licence where applicable.
- 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, 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 (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 22 August 2022 at 16H00.