



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.

MEDICINE CONTROL OFFICER: INSPECTOR PHARMA (REGULATORY COMPLIANCE) (FIXED TERM POSITION: 24 MONTHS)

Salary: As per DPSA OSD Framework

Ref No.: SAHPRA 049/2022

CENTRE: Pretoria

REQUIREMENTS: • A four-year degree in Pharmacy and registration as a Pharmacist with SAPC (proof of current registration as a Pharmacist to accompany the application).

Experience: A minimum of 2 years relevant experience as a practicing pharmacist post Community Service. • Sound and in-depth knowledge of the regulatory compliance requirements in South Africa.

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

DUTIES:

• **Plan, organise, perform and report on your activities in enforcing and monitoring compliance to the provisions of the UN Conventions on narcotics and psychotropics i.e. specified Schedule 5 substances, Schedule 6, 7 & 8 substances as per International Narcotics Control Board's (INCB) reporting requirements:** * Reconcile the issued permits on the INCB tracker. * Compile INCB report each quarter and annually on time before due date. * Ensure that data is correct for import, export, manufacture, research and distribution. * Update the INCB tracker as per applicable SOP. • **Plan, organise, perform and report on your activities in enforcing and monitoring compliance to the provisions of the Medicines and Related Substances Act and align with applicable Acts in relation to MEDICAL DEVICES/IVDs:** * Develop, review and ensure implementation of approved Standard Operating Procedures (SOPs) for regulatory compliance (law enforcement) of medical devices/IVDs. * Perform activities within approved processes within the Regulatory Compliance Unit and report to manager on Improvement measures needed in relation to medical devices/IVDs. * Participate in risk and audit queries. * Submit weekly work-plan and output to the Manager: Regulatory Compliance (quantitative and qualitative reports). * Prepare reports for consideration by the Manager: Regulatory Compliance, Senior Manager, and Executives. * Prepare reports for the Unit Manager in preparation for SAHPRA and relevant advisory committees. * Investigate complaints regarding contravention of the Medicines Act in

relation to medical devices/ IVDs. * Issue warning letters to transgressing companies or individuals by Inspectors in relation to medical devices/IVDs. * Monitoring and control of border posts and mail centres for importation and exportation of health products in relation to medical devices/IVDs. • **Monitor and enforce compliance with the provisions of the Medicines Act and other related Health Acts in relation to MEDICAL DEVICES/IVDs and establish relations with local and international organisations in this regard:** * Liaise with SAPS and SARS Customs officials regarding law enforcement. * Conduct training for border management personnel on handling of importation and exportation of medicines. * Communicate with the industry, public and SAHPRA Board, health professional bodies and other stakeholders. * Communication to other government departments and healthcare industry on illegal medical products. * Foster and develop networks on pharmaceutical crime with other regulatory authorities and relevant stakeholders. * Develop and maintain relations with the International Narcotics Control Board and translating requirements for SAHPRA context. * Investigate and attend to industry / applicants' queries.

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.