



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.

EVALUATOR COORDINATOR

Ref No.: SAHPRA 033/2023

SALARY: R692 830 – R737 929 p/a (Total cost to company)

CENTRE: Pretoria

REQUIREMENTS:

- Appropriate 3-year degree in a natural or health sciences, or B.Pharm.
- Minimum of five years' work experience with at least 2 years in a medicine's regulatory environment.
- Project Management experience will be an added advantage.

CORE COMPETENCIES AND TECHNICAL PROFICIENCIES:

Sound working knowledge of document management and workflow management software. *Comfort working with computers and on a computer software packages. *Technical knowledge of the regulatory environment is an added bonus. *Knowledge of CTD and eCTD software applications is an added bonus.

Display exceptional stakeholder management capabilities. *Ability to communicate fluently in English with both written and verbal communication. *Defines and prioritizes goals in the face demands to keep people focused on achieving business objectives. *Good leadership and decision-making ability. *Critical thinking and problem-solving skills. *Planning and coordination skills. *Ability to manage conflict. *Ability to tolerate stress.

DUTIES:

Develop and consistently update staffing plan; * Record the experience and available capacity of evaluators (Record availability and ensure no idle time is detected for evaluators); * Define and document evaluator requirements in line with pre-determined KPIs by identifying the necessary skill level and capacity requirements for future batches of applications; * Allocate applications based on available evaluator experience and capacity to ensure evaluators are

not overloaded; * Ensure that the application was correctly screened prior to allocation; * Ensure all the required templates required for evaluation are available.

Monthly reconciliation of applications assigned and successfully evaluated; * Monitor progress against predetermined KPIs, and identify the root causes for any shortfalls and implement solutions to remove these; * Oversee and update the Evaluator Coordinator (EC) tracker consistently to ensure traceability of applications and minimise allocation errors; * Assess and recommend the need for additional resources or expertise that may be required either for specific applications for the evaluation stream in general; * Reassign applications if necessary; * Liaise with Portfolio Coordinators regarding allocations of applications; * Liaise with evaluators regarding all issues on assigned work, e.g., evaluation-query clarification, etc; * Ensure open channels of communication with evaluators; * Ensure evaluators are kept informed of any updates/changes on issues that affect them; * Report on evaluator performance on an ongoing basis; * Review evaluator performance on an ongoing basis and determine training requirements, promotion or termination; * Continuously assess/review the peer review survey to determine an evaluator's performance level; * Ensure timeous adherence of allocated work. * Troubleshoot any issues arising and escalate to management where necessary.

Timeously receive, audit and submit evaluator claim forms and invoices to the relevant payroll administrators; * Track, troubleshoot or report IT issues, and engage and liaise with IT where necessary on behalf of evaluators; * Track, troubleshoot or report HR issues, and engage and liaise with HR where necessary on behalf of evaluators; * Troubleshoot technical evaluation queries with the relevant Unit Manager; * Ensure availability of data for management reporting purposes as and when required (daily, weekly, monthly).

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 or faxed applications will be accepted. CV's 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: Email: setlola.molepo@sahpra.org.za **(DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS).**

CLOSING DATE: 25 July 2023 at 16H00.