



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.

SENIOR ADMINISTRATION OFFICER

Ref No.: SAHPRA 034/2023

SALARY: R384 936 – R408 560 p/a (Total cost to company)

CENTRE: Pretoria

REQUIREMENTS:

- An appropriate 3-year National Diploma/Degree
- A minimum of 3 years work experience in administration and/or data management
- Supervisory experience will be an added advantage

CORE COMPETENCIES AND TECHNICAL PROFICIENCIES:

Strong administrative and organizational skills. * Willingness to work extended hours as and when required. * Ability to communicate fluently in English with both written and spoken communication. * Good leadership and decision-making ability. * Critical thinking and problem-solving skills. * Planning and coordination skills. * Ability to manage conflict. * Ability to work under pressure. * Deadline driven. * Attention to detail. * Versatility. * Innovative thinking. * Supervisory skills. * Team player and can work independently. * Ability to work well under pressure.

DUTIES:

Ensure that the renewal applications are uploaded and synced to the evaluating system; * Receive and sort renewal applications and responses. * Verify that all renewal and response applications received are uploaded to the evaluating system. * Perform administrative screening accurately according to the checklist. * Upload application number letter, proof of payment, working documents and completed query template to the application file plan. * Monitor work output by recording statistics. * Resolving/escalate queries from internal or external stakeholders. * Develop a file plan for performance data to ensure accessibility. * Assist the audit processes in collaboration with quality management and finance units. * Maintain the master applications database by:

- Capturing information on renewal applications tracker on receipt of the application
- Updating tracker routinely to ensure information is current

Develop standard operating procedures (SOP's) for the renewal administrative functions and ensure compliance. * Check that the proof of payments are valid and correct. * Collating of revenue information for Finance each month (Application letters, Proofs of payment, and Approval letters). * Compile renewal administrative reports (monthly and quarterly) for the Portfolio Coordinator. * Receive the template of the renewal certificate from the applicant. * Check the renewal certificate for correctness and amend as necessary. * Liaise with applicant regarding corrections to the certificate. * Co-ordinate the process of CEO sign-off of certificates and the subsequent distribution to applicants. * Address renewal certificate queries from internal and external stakeholders in a timely and professional manner. * Keep statistics for renewal certificates and forward to Portfolio Coordinator for the quarterly reports. * Archive the copy of the renewal certificate. * Update the medicine register database.

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.