



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.

DEPUTY MANAGER: RADIONUCLIDES

Ref No.: SAHPRA 043/2023

SALARY LEVEL 12 : R 934 965 – 992 341

CENTRE: CAPE TOWN (WESTERN CAPE)

REQUIREMENTS:

- B.Sc. (Hons) degree in Medical Physics or M.Sc. in Nuclear Science (or similar).
- HPCSA professional registration (where applicable)
- A minimum of three (3) years of managerial experience in any combination of the four fields (Radiation Oncology, Diagnostic Radiology, Nuclear Medicine, and Radiation Protection).
- Working knowledge of relevant national legislation and international standards.

CORE COMPETENCIES AND TECHNICAL PROFICIENCIES: * Comprehensive knowledge and understanding of relevant legislation, protocols, standard operating procedures, and work instructions. * Attention to detail. * Self-motivated and able to work independently. * Competent in problem-solving, research skills and team building. * Information evaluation. * Decision making. * Objectivity. * Resilience. * Communication skills (verbal, written, negotiation, conflict management, presentation). * Interpersonal skills. * Assertiveness. * Ethical behaviour. * Customer service. * Planning and organising skills. * MS Office. * Aptitude tests will be conducted.

DUTIES:

Developing effective operational strategies for licensing, inspections and enforcement related to radioactive sources, in collaboration with the Inspectorate Sub-unit.

Maintaining oversight of (and accountability for) licensing radioactive sources, non-compliances and enforcement policies related to the regulation, safety, and security of radioactive sources, in collaboration with Deputy Managers: Inspectorate and Electronic Generators of Ionizing Radiation ("X-Rays"). * Supporting the coordination of functions between the sub-units i.e., (X-Rays) and Inspectorate * Conducting needs analyses and providing inputs to budget and acquisition of assets, consultants, and contractors. * .Providing staff leadership, performance management, quality management, risk management and skill and career development, motivation, discipline, and dealing with complaints/grievances. * Collating and submitting analyses and reports in accordance with standard procedures and prescribed formats.

Ensures effectiveness of internal/sub-unit operational processes by:

Ongoing review and optimisation of operations and processes. * Developing, reviewing, and improving the accuracy of databases. * Coordinating operations, processes, and projects within the sub-unit. * Encouraging effective utilisation of resources to enhance value for money. * Developing (and reviewing) internal policies, in collaboration with management. * Evaluating and improving security (physical, information, cyber).

Ensures the appropriate development, evaluation, and continuous improvement of regulatory control by:

Advising on and leading processes to improve regulatory control and cooperative governance. * Supporting, coordinating, and participating in research projects and new developments in these fields. * Supporting, coordinating, and participating in national and regional technical cooperation projects. * Developing, reviewing, and improving regulatory management system.

Builds human capital in the sub-unit by:

Working with the Manager and relevant functional heads to develop plans and procedures for information and knowledge management and the sourcing, acquisition, and development of staff with required critical skills.

Implements internal communication and incident reporting procedures by:

Liaising with management, and the legal and communications departments for advice and to clarify established SAHPRA systems and methodologies. * Providing comments, inputs and advice on international standards and guidance documents, representing the interests of South Africa as member state of the IAEA, under the guidance of senior management and in collaboration with medical physicists and radiation scientists. * Managing investigation of incidents and accidents, and the formulation of appropriate communications with licensees, other regulatory authorities, and the public, in collaboration with the Deputy Managers: Inspectorate and Electronic Generators of Ionizing Radiation ("X-Rays") under the guidance of the Manager: Radiation Control. * Representing SAHPRA interests on national, regional, and international levels (forums, committees, etc.).

Licensing the import and manufacture of group IV hazardous substances in terms of the Hazardous Substances Act:

Check that the import/manufacture of any group IV hazardous substances complies with the regulatory requirements related to the Hazardous Substances Act. * Check annually that the compliance documentation supporting issuing any such licence remains current and valid. Compile high-level monthly and quarterly reports of the sub-unit.

Attending to regulatory and technical queries:

Respond to or initiate queries related to the licensing of listed electronic products. * Respond to queries related to non-ionising radiation issues.

Developing and implementing policy, SOPs, and guidelines:

To develop and implement policy with respect to the regulatory control of listed electronic products. * To develop and implement SOPs and guidelines with respect to the regulatory control of listed electronic products. * Management of the sub-unit Quality Systems.

Managing operational risk & audit queries:

To respond to risk and audit queries as required. * Manage and compile operational risk and record registers.

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: 31 August 2023 at 16H00.