



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 ADMIN OFFICER : PHARMACOVIGILANCE**  
**SALARY LEVEL 7: R 408 032 – R 433 074 per annum (Total Cost to company)**  
**Ref No.: SAHPRA 024/2024**  
**CENTRE: Pretoria**

**REQUIREMENTS:** Matric Certificate and three (3) year National Diploma qualification in Office Administration and Technology / Administration / Public Management or related equivalent qualification at NQF Level 6 as recognised by SAQA. A related qualification at NQF Level 7 as recognised by SAQA will be an added advantage. A minimum of two (2) years administrative working experience. Experience in the regulatory environment will be an added advantage. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Comprehensive and sound knowledge of all relevant legislation, protocols, regulations, and guidelines pertaining to the Medicines and Related Substances Act 101 of 1965. Good verbal and numerical reasoning skills to allow analysis and interpretation of written and numerical data. Team player and can work independently. Ability to work well under pressure. Good, effective communication skills (verbal, written, and conflict management). Ability to work unsupervised. Ability to work within a team environment. Good planning and organizational skills. Proactive, service oriented and performance-based management culture. Ability to meet tight deadlines and manage multiple, often competing priorities. Proficient knowledge of MS Office. Valid Driver's License. Ethical behaviour and adherence to the SAHPRA Code of Conduct

**DUTIES:** Update of the healthcare professionals (HCPs) and Pharmacovigilance Advisory Committee (PVC) meeting activity trackers. Prepare Committees, sub-committees/ working groups, unit, peer-review, signal detection and any other stakeholder meetings. Prepare the agenda for all meetings and share meeting documents. Prepare recommendation letters to holders of certificate of registration/ applicants and other PV stakeholders. Communicate approved recommendation letters to holders of certificate of registration/ applicants and other PV stakeholders. Update of audit folders with relevant documentation. Assist with any other PV administrative duties relating to PV stakeholder travels and PV trainings. Travel with the PV training team when required.

## **INSTRUCTIONS TO APPLICANTS (HOW TO APPLY):**

Interested applicants who meet the above requirements should forward their applications accompanied by signed covering letter attached to the comprehensive CV with the names and email addresses of three (3) referees clearly reflecting the **name of the position and post reference number**, and copies of ID, required qualification/s (matric included) and driver's licence where applicable. **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. Communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within three (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 who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process.

ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert.

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 reserves the right not to make any appointment(s) to the advertised post(s).

SAHPRA is guided by the principles of Employment Equity Act. SAHPRA is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) through the filling of positions. Candidates whose appointment will promote representivity will therefore receive preference. Person(s) with disability is especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

SAHPRA complies with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, SAHPRA will retain your personal information for internal audit purposes as required by policies.

Applications should be submitted through the SAHPRA Website Online Portal: **SAHPRA website (<https://www.sahpra.org.za>) – About Us – Vacancies.**

**Enquiries:** Ms S. Molepo, Email: [setlola.molepo@sahpra.org.za](mailto:setlola.molepo@sahpra.org.za) **(APPLICATIONS SENT TO THIS EMAIL ADDRESS WILL NOT BE CONSIDERED FOR THE RECRUITMENT PROCESS).**  
**The closing date is 16 August 2024 at 16H00.**