



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.

**TECHNICAL SCREENER
(HEALTH PRODUCTS AUTHORISATIONS)
SALARY: R501 966 – R532 787.00 PER ANNUM (TOTAL COST TO COMPANY)
Ref No.: SAHPRA 029/2024
CENTRE: PRETORIA**

REQUIREMENTS: Matric certificate and appropriate 4-year Bachelor of Pharmacy Degree at NQF level 8 as recognised by SAQA **OR** Honours Degree in related health Sciences at NQF level 8 as recognised by SAQA. A minimum of 3 years relevant medicines regulatory experience. Experience in product review or assessments post community service will be an added advantage. Valid driver's license.

COMPETENCIES, KNOWLEDGE, AND SKILLS: Theoretical knowledge of technical aspects for evaluation of medicines across all fields, namely: Safety and efficacy, Quality and bioequivalence, Naming and scheduling, good manufacturing Practice. Comfort working with computers and on computer software packages. Ability to communicate fluently in English with both written and verbal communication. Ability to work precisely and efficiently. Able to remain self-motivated with the ability to work independently. Ability to prioritize and display excellent time management skills. Knowledge of the regulatory environment. Positive attitude.

DUTIES: Assess applications against the relevant technical screening form to ensure they are appropriate in terms of format and content as defined by the relevant guidelines. Verify and confirm that the proof of payment is valid and correct. Generate a list of queries to the applicant using the correct templates. Technical screening should be completed within target timelines. Capture outcome of the screening and completion date on the relevant Tracker. Assess query responses to confirm compliance. Generate rejection letter for applications not compliant with applicable guidelines. Provide relevant statistics and evidence for Performance Reporting. Identify and report on trends for decision making. Verify and confirm that the correct and relevant documents are submitted for the selected review pathway. Capture details of the review pathway on the screening outcome report and on the Tracker. Standard operating procedures and guidelines must be adhered to. Attend relevant training as may be necessary to support your function. Provide weekly progress reports to the relevant Portfolio Co-ordinator.

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 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.
- 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. **All shortlisted candidates will be subjected to a technical exercise that intends to test relevant knowledge, skill and technical elements of the job.**

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.

Interested persons who meet the above-stated qualifications should forward their applications which should consist of a cover letter, detailed Curriculum Vitae, copies of qualification(s) and Identity Document. **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.

SAHPRA comply 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 **(APPLICATIONS SENT TO THIS EMAIL ADDRESS WILL NOT BE CONSIDERED FOR THE RECRUITMENT PROCESS).** **The closing date is 08 October 2024 at 16H00.**