



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.

**MANAGER: LABORATORY SERVICES (12 Months Fixed-Term Contract)**  
**SALARY LEVEL 12: R986 388 – R1 046 920 PER ANNUM (TOTAL COST TO COMPANY)**  
**Ref No.: SAHPRA 031/2024**  
**CENTRE: PRETORIA**

**REQUIREMENTS:**

Matric and National Diploma in Analytical Chemistry at NQF Level 6 as recognised by SAQA. A higher qualification in analytical chemistry or quality management systems, post-graduate qualification in management would be advantageous. Valid driver's license

**EXPERIENCE:**

Minimum of ten (10) years' experience as an analytical chemist with 5 years' experience in QC Laboratory Management. Proven experience in the pharmaceutical industry (10 years), and a subject expert in QC testing, analytical method development and validation, stability testing and analytical method transfer. Experience in the application of the Medicines and Related Substances Act and its regulations.

**COMPETENCIES, KNOWLEDGE, AND SKILLS:**

Strategic Capabilities & Leadership. People Management & Empowerment. Change Management. Knowledge Management. Service Delivery initiatives. Problem Solving & Analysis. Client Orientation & Customer focus. Proactive Stakeholder Management and situational adaptability. Excellent interpersonal & communication skills (written & verbal). Critical thinking and the ability to exercise good judgment and solve problems quickly and effectively. Computer skills. Solution orientated, ability to work under pressure. Ability to maintain high levels of confidentiality. Interpersonal and Intrapersonal Skills. Accuracy & Attention to detail. Time Management Skills. Planning and organising skills. Professionalism. Honesty & Integrity. Innovative. Patience & empathetic. Courageous decision-making. Conceptual reasoning and systemic thinking. Organisational Architecture. HR Information Management. Diversity management. Recruitment and Employee Life Cycle Management. Performance Management. Quality of Work life Management and Environment. Occupational Health and Safety. Risk Management. HR Monitoring, Evaluation, Reporting and Delegation. Business Processes Reengineering. HR Management Systems and HR Records Management.

## **DUTIES:**

**Operational Management:** Planning, managing and organising activities for third party laboratory services by considering a range of factors in the planning processes, communicating and documenting service level agreements and expectations, managing stakeholders, balancing quality of work with deadlines and budget, and reporting of these activities.

**Strategic Management:** Aligning third party laboratory services actions to organisational goals and targets by prioritising and monitoring actions, performing gap analyses, problem identification and solving, facilitating change through effective change management, capacitating through knowledge and creativity, and reporting on progress to goals and targets

**Governance, Risk + Compliance:** Responsible for development, implementation and maintenance of third party laboratory service related guidelines, standard operating procedures, work instructions and records in line with SAHPRA's Quality Management System requirements, Public Finance Management Act requirements, World Health Organisation Global Benchmarking Tool's indicators for Laboratory Testing and PIC/S Participating Authority requirements.

**Financial Management:** Responsible for compiling and managing the budget related to third party laboratory services, instituting risk management and adhering to procurement processes in order to ensure the achievement of organisational objectives, through preparation of budgets, monitoring of expenditure and revenue, understanding of financial accountability, understanding supply chain management, assessment management, PFMA and Treasury Regulation.

**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:** Mr I Mosenyi, Email: [itumeleng.mosenyi@sahpra.org.za](mailto:itumeleng.mosenyi@sahpra.org.za) (**APPLICATIONS SENT TO THIS EMAIL ADDRESS WILL NOT BE CONSIDERED FOR THE RECRUITMENT PROCESS**). **The closing date is 23 October 2024 at 16H00.**