

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.

REVIEWER: RADIONUCLIDE
SALARY: R 623 692.00 – R 661 941.00 PER ANNUM (TOTAL COST TO COMPANY)
Ref No.: SAHPRA 03/2025
CENTRE: PRETORIA

REQUIREMENTS: Matric certificate plus a B. Sc (Physics or Medical Physics) or B. Rad (Diagnostic/Nuclear Medicine/Radiotherapy) * Valid driver's licence is essential.

Minimum experience of 5 years working with radiation science or as nuclear medicine radiographer * Working knowledge of and experience with relevant national legislation and international standards * Working knowledge of and experience with a database * Supervisory training/experience an added advantage.

COMPETENCIES, KNOWLEDGE, AND SKILLS: Comprehensive knowledge and understanding of relevant legislation, protocols, standard operating procedures and work instructions * Attention to detail * Self-motivated and ability to work independently * Ability to manage a variety of cross-functional team members. * Competent in problem solving, research skills and team building * Information evaluation * Decision making * Objectivity * Resilience and ethical behaviour * Communication skills (verbal, written, negotiation, conflict management, presentation) * Interpersonal skills * Assertiveness * Customer service * Planning and organising skills * MS Office * Aptitude tests will be conducted.

DUTIES: Review and verify all license applications: * Check all license applications for completeness, correctness, and compliance* Refer applications to Radiation Scientists for assessment and recommendation for licensing * Verify accuracy of information on database and/or capture information accurately on database * Communicate to license holders.

Reconcile and prepare reports: * Supplier's monthly reports* Imports and exports reconciliations * Disposals reconciliations * Temporary loans reconciliations * Prepare statistical reports.

Follow up on defaulters: * Dispatch renewal notifications and annual returns * Record, verify and process annual returns * Follow-up on non-renewals and non-returns * Prepare reports related to non-renewals and non-returns.

Process and update information on database relating to: * Inspections and communicate non-compliances to Radiation Scientists * Source exchanges * Imports and exports.

Process information related to radiation over-exposure on database: * Receive and capture over-exposures on database * Communicate with license holders * Refer to Radiation Scientists for assessment and recommendation.

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 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 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 qualifications(s) including Matric 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 T Khunou, Email: Tshepo.Khunou@sahpra.org.za

(APPLICATIONS SENT TO THESE EMAIL ADDRESSES WILL NOT BE CONSIDERED FOR THE RECRUITMENT PROCESS). The closing date is 10 February 2025 at 16H00.