



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.

### **BORDER MEDICINES CONTROL TECHNICIAN**

**SALARY LEVEL 07:R434 554.00–R461 223.00 per annum (Total cost to company)**

**Ref No.: SAHPRA 06/2025**

**CENTRE: Cape Town Harbour and Airport**

**REQUIREMENTS:** • Applicants must be in possession of a Matric certificate and Advanced Certificate: Pharmacy Technical Support qualification and are registered with SAPC as per current Pharmacy Act Regulations.

**Experience:** • A minimum of 2 years' experience practicing as a Pharmacy Technician/Post Basic Pharmacist Assistant. • Knowledge of medical products quality assurance including interpretation, evaluation and analysis of laboratory testing reports and inform decision making.

**COMPETENCIES, KNOWLEDGE AND SKILLS:** \*Comprehensive and sound knowledge of all relevant legislation, protocols, regulations, and guidelines pertaining to the Medicines and Related Substances Act 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. \*Good communication skills (verbal, written, conflict management resolution) \* Resilience. \*Delivery of service objectives with professional excellence and efficiency. \* Ability to make effective decision by using evidence and knowledge to support accurate, expert decision and advise while carefully considering the implications of such a decision. \* . \* Resilience. \* Ability to work unsupervised for long periods of time.\* Knowledge of MS Office . \*Valid driver's licence. \*Ethical behaviour and adherence to the SAHPRA code of conduct.

**DUTIES:** • Ensure that all imported health products for release into the Republic of South Africa possess applicable SAHPRA authorizations, e.g. licence, product authorization, certificate or permit. • Stop the non-compliant health product shipments from entering the country and ensure that necessary processes are undertaken. • Collaborate with Border control agencies for control of health products. • Refer to relevant SAHPRA unit any deviations that require Regulatory Compliance Management or Inspectorate intervention. • Develop, review and ensure implementation of approved Standard Operating Procedures (SOPs) for release / denial of health products at the approved port of entry. • Work with Port Health and Customs in evaluating, processing and deciding on compliance status and outcome for imported health products. • Maintaining records by recording and filing daily in the required format all import related documents. • All activities must be within approved processes within the Regulatory Compliance Unit and report to Manager on improvement measures needed monthly. • Report performance weekly to the allocated Medicines Control

Officer: Regulatory Compliance at SAHPRA Headquarters. • Submit weekly work-plan and output to the Manager: Regulatory Compliance (quantitative and qualitative reports).  
• Participate in monthly meetings with Port Health. • Prepare reports for consideration of your Medicines Control Officer supervisor, Unit Manager and Senior Manager.

**INSTRUCTIONS TO APPLICANTS (HOW TO APPLY):** Interested applicants who meet the above requirements should forward their applications accompanied by signed covering letter, clearly reflecting **the name of the position and post reference number**, attached to the detailed Curriculum Vitae reflecting the names and email addresses of three (3) referees, and certified copies of required qualification/s (matric included), Identity Document (certified within the past 3 months), 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. 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. 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 **21 February 2024 at 16H00**.