The South African Health Products Regulatory Authority (SAHPRA) is the National Medicines Regulatory Authority established in terms of the *Medicines and Related Substances Act, 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.

INSPECTOR: GOOD MANUFACTURING PRACTICE (GMP)

(FIXED TERM CONTRACT: UNTIL 30 SEPTEMBER 2025)

SALARY: R700 105.00 – R888 422.00 PER ANNUM (TOTAL COST TO COMPANY)

(Grade 1 – Grade 2) Market-related salary will be determined by the years of experience obtained post qualification and community service in line with governing frameworks

Ref No.: SAHPRA 23/2025

CENTRE: Pretoria

REQUIREMENTS: Matric certificate and appropriate four-year Bachelor of Pharmacy degree and registration as a Pharmacist with the South African Pharmacy Council (SAPC) at NQF level 8 as recognised by SAQA. A relevant Master's qualification at NQF level 9 as recognised by SAQA will be an added advantage. Valid driver's licence.

EXPERIENCE:

Grade 1: Four-year Bachelor of Pharmacy degree NQF or Honours degree in Chemistry or equivalent related qualification at NQF level 8 as recognised by SAQA plus a minimum of five (5) of experience in pharmaceutical regulatory or GMP environment. Extensive knowledge of GMP regulations and industry practice, as well as substantial experience in undertaking GMP inspections within a regulatory environment.

Grade 2: Four-year Bachelor of Pharmacy degree NQF level 8 as recognised by SAQA and registration as

a Pharmacist with South African Pharmacy Council (SAPC) and a minimum of three (3) years of experience in a pharmaceutical regulatory or GMP environment. Extensive knowledge of GMP regulations and industry practice, as well as substantial experience in undertaking GMP inspections within a regulatory environment or an Honours degree in Chemistry or equivalent related qualification at NQF level 8 as recognised by SAQA, plus a minimum of ten (10) years of experience in pharmaceutical regulatory or GMP environment. Extensive knowledge of GMP regulations and industry practice, as well as substantial experience in undertaking GMP inspections within a regulatory environment.

COMPETENCIES, 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. *Good communication skills (verbal, written, conflict management and resolution). *Resilience. *Delivery of service objectives with professional excellence and efficiency. *Ability to make effective decisions by using evidence and knowledge to support accurate, expert decisions and advice while carefully considering the implications of such a decision. *Ability to work unsupervised for long periods. *Ability to work within a team environment. *Good planning and organisational skills. *Ability to meet tight deadlines and manage multiple, often competing priorities. *Knowledge of MS Office. *Ethical behaviour and adherence to the SAHPRA Code of Conduct. *At SAHPRA, we adhere to our core values: Ubuntu. Responsiveness. Integrity. Transparency. Efficiency. Excellence.

DUTIES: Inspect pharmaceutical manufacturing sites for compliance with Good Manufacturing Practices as accepted by SAHPRA. Assess and evaluate GMP inspection reports of other regulatory authorities on international pharmaceutical manufacturing sites where medicines for exportation to South Africa are manufactured. Perform pre- and post-registration inspections on information submitted in a medicine application dossier. Perform a once-off evaluation on information submitted by HCR (Applicants). Work closely across inspection teams, SAHPRA departments, and external regulators to ensure inspection activities are planned and communicated effectively. Evaluate Standard Operating Procedures (SOPs) of the Inspectorate for compliance with GMP/GWP guidelines as adopted by SAHPRA. To contribute to the Inspectorate's compliance management process by ensuring that instances of suspected or known non-compliance are handled appropriately. Prepare reports for SAHPRA and relevant Advisory Committees and the Finance Unit. Liaise with inspectors from international regulatory authorities. Assist in minuting the recommendations of relevant advisory committees of SAHPRA applicable to the activities of the Inspectorate Unit. Interview members from the industry to discuss SAHPRA Board resolutions and

requirements of the Medicine and Related Substances Act, No. 101 of 1965 [and medicines quality issues. To provide advisory support to key stakeholders, including participation in regulatory meetings and conferences, external presentations all while demonstrating sound industry and technical knowledge. Record statistics of generated and peer-reviewed reports. Manage the associated risks and audit queries through a clear governance process, ensuring that the correct procedure is followed, care taken, and ethical behaviour demonstrated when managing inspection-related resources and that all relevant records and evidence are sufficiently maintained for audit purposes.

INSTRUCTIONS TO APPLICANTS (HOW TO APPLY):

- Interested persons who meet the above-stated requirements should submit their application, clearly state the position name and post reference number, including a signed cover letter, clearly state the position name and post reference number, detailed Curriculum Vitae (CV) with the names and email addresses of three (3) referees, copies of required qualifications (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.
- Should you be in possession of a foreign qualification, your application must be accompanied by an evaluation certificate (report) from the South African Qualifications Authority (SAQA).
- Incomplete applications or applications without the aforementioned documents or information will not be considered.
- No late applications will be accepted. Any submissions received after the specified date and time will not be considered, and CVs will not be returned.
- **Due to the larger number of responses anticipated, communication will be limited to short-listed candidates only. Applicants who have not been contacted within three (3) months after the closing date should consider that their application as being unsuccessful.**
- Shortlisted candidates will be expected to attend selection interviews at a date, time, and location as specified by SAHPRA.
- Applicants should note that pre-suitability checks will be conducted after they have been shortlisted. Their appointment is subject to positive outcomes from these checks, which include security clearance, verification of qualifications, criminal records, credit checks, citizenship status, and work experience.
- SAHPRA is committed to being an equal opportunity employer. When filling vacant positions, the entity will consider the principles outlined in Section 195(1)(i) of the Constitution of the Republic of South Africa, Act 101 of 1996, and the Employment Equity Act, 55 of 1998. Applicants with disabilities are encouraged to apply and indicate their disability status, which will be appreciated.
- SAHPRA reserves the right not to make any appointment(s) to the advertised post(s).
- SAHPRA adheres to the provisions of the Protection of Personal Information Act (POPIA), 4 of 2013. CVs will not be returned, as the personal information you provide will be used solely for recruitment purposes, specifically for the position or vacancy you have applied for. If your application is unsuccessful, your personal information will be retained for internal audit purposes.

- Applications should be submitted through the SAHPRA Website Online Portal: https://www.sahpra.org.za/vacancies.
- **For enquiries:** Please contact Mr Itumeleng Mosenyi, HR Business Partner, via email at itumeleng.mosenyi@sahpra.org.za**. NOTE: APPLICATIONS SUBMITTED TO THIS EMAIL ADDRESS WILL NOT BE CONSIDERED AS PART OF THE RECRUITMENT PROCESS.**
- **The closing date is 26 May 2025 at 16:00.**