



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.

**GROUP ADMIN ASSISTANT: MEDICAL DEVICES AND RADIATION CONTROL**  
**SALARY: R293, 131.00 – R311, 112.00 PER ANNUM (TOTAL COST TO COMPANY)**

**Ref No.: SAHPRA 32/2025**

**CENTRE: Pretoria**

**REQUIREMENTS:** ● \*Applicants must have a Matric certificate and an appropriate National Diploma in Office Management and Technology or related equivalent qualification at NQF level 6 (360 credits) as recognised by the South African Qualifications Authority (SAQA).

**EXPERIENCE:** ● \*Minimum of two (2) years of administration experience. Working knowledge of and experience in relevant national legislation and international standards. Must be computer literate.

**CORE COMPETENCIES, TECHNICAL PROFICIENCIES, AND VALUES:** \*Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations; \* Administrative and organisational skills; \* Willingness to work extended hours as and when required; \* Ability to communicate at all levels; \* Deadline driven; \* Attention to detail; \* Versatility; \* Team player and able to work independently. \* Working 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, and excellence.

**DUTIES:**

- **Provides administrative and technical support to the Program:** Update the spreadsheets on annual retention fees. \* Quality check if all letters are signed and then forward to the Health Products Authorisation (HPA). \* Compile the annual retention fees, Portfolio of Evidence (PoE), and forward to the Finance unit as part of the monthly report. \* Administrative support of the Medical Device Committee/Regulatory Technical Forum Meetings/functions/events. \* Update the spreadsheet of allocated applications. \* Capturing claims for external evaluators. \* Compile Technical Advisory Committee (TAC) meeting documents \* Attend unit meetings for updating the SOPs. \* Provide the unit manager with weekly updates and challenges.

- **Meeting and logistical arrangements:** Coordinate training courses, venues, travel, and accommodation for travellers. \* Arrange unit meetings, etc., as required.
- **Management of audit/finance reports:** Attend to issues and queries received from the Finance Unit. \* Prepare for the current financial year audit by filing, updating spreadsheets, and the PoE. \* Track and retrieve all outstanding documents\* Processing claims.

#### **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 have a foreign qualification, your application must be accompanied by an evaluation certificate (report) from the 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 their application 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 108 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: <http://www.sahpra.org.za/vacancies>

- **For enquiries:** Please contact Mr T Khunou, HR Business Partner, via email at [Tshepo.Khunou@sahpra.org.za](mailto:Tshepo.Khunou@sahpra.org.za). **NOTE: APPLICATIONS SUBMITTED TO THIS EMAIL ADDRESS WILL NOT BE CONSIDERED AS PART OF THE RECRUITMENT PROCESS.**
- **The closing date is 18 June 2025 at 16:00.**