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.

DEPUTY MANAGER: RADIATION DEVICES MANAGEMENT
(DPSA Equivalent Salary Level OSD TCE - Deputy Manager: Medical Physics)
Ref No.: SAHPRA 038/2021

CENTRE: Pretoria

REQUIREMENTS: * BSc degree with honours in Medical Physics or equivalent. * Professional registration with the HPCSA (Proof to be submitted with application). * A post-graduate degree in project or business management will be an added advantage.
Experience: * 8 years managerial experience as a minimum requirement. * Regulatory experience and an understanding of the requirements for Medicines and Related substances Act (Act 101 of 1965 as amended) and Hazardous Substances Act of 1973.

COMPETENCIES/SKILLS: * Comprehensive knowledge and understanding of relevant legislation, protocols, standard operating procedures, and work instructions. * Preparation and management of strategic plans, business plans and budgeting. * Project management and team management skills. * Self-motivated and ability to work independently. * * Strategic perspective. * Ability to manage a variety of cross-functional team members. * Competent in problem solving, research skills and team building. * Information evaluation. *. Strong administrative, planning, organizational and coordination skills. * Ability to stick to time constraints. * Team leader. * Critical thinking and problem-solving skills. * Ability to work under pressure. * Deadline driven. * Attention to detail. *. * Good decision-making ability. * Resilience and work ethical behaviour. Innovative thinking * Communication skills (verbal, written, negotiation, conflict management, presentation). * Negotiation skills. * Objectivity. * Interpersonal skills. * Assertiveness. * Customer service. * A valid driver's licence.

DUTIES: • Manage Projects within the Radiation Control Unit: * Initiate and oversee all projects within the unit. * Managing project progress and adapt work as required. * Ensuring projects meet deadlines and are closed. * Design risk mitigation plans for the unit. * Manage relationships with clients and stakeholders. * Conducting project review and creating high level reports for executive staff. Compile annual performance plans and annual operational plans of the unit. * Evaluate project performance. * Develop project management tools to help teams to communicate better and be more productive. * Use project management

software to handle information more efficiently. • **Manages and controls the operations, processes, and innovations of the Sub-unit: Non-ionising Radiation and Medical Devices by:** * Developing effective strategies for licensing, inspections and enforcement related to non-ionizing radiation and medical devices, in collaboration with the Inspectorate Sub-unit. * Maintaining oversight of (and accountability for) licensing of non-ionizing radiation and medical devices, non-compliances and enforcement related to regulation of non-ionizing radiation and medical devices and safety, in collaboration with Deputy Manager: Inspectorate, Deputy Manager: Electronic Generators of Ionizing Radiation ("X-Rays") and Deputy Manager: Radionuclides. * Supporting the coordination of functions between the sub-units i.e., Radionuclides, Inspectorate. * Conducting needs analyses and providing inputs to budget and acquisition of assets, consultants, and contractors. * Providing staff leadership, performance management, skill and career development, motivation, discipline, and dealing with complaints/grievances. * Collating and submitting analyses and reports in accordance with standard procedures and prescribed formats. • **Ensures effectiveness of internal/sub-unit operational processes by:** * Ongoing review and optimisation of operations and processes. * Developing, reviewing, and improving the accuracy of databases. * Coordinating operations, processes, and projects between the three sub-units. * Encouraging effective utilisation of resources to enhance value for money. * Developing (and reviewing) internal policies, in collaboration with senior management. * Evaluating and improving security (physical, information, cyber). • **Ensures the appropriate development, evaluation, and continuous improvement of regulatory control by:** * Advising on and leading processes to improve regulatory control and cooperative governance. * Supporting, coordinating, and participating in research projects and new developments in these fields. * Supporting, coordinating, and participating in national and regional technical cooperation projects. * Developing, reviewing, and improving regulatory management systems. * Identifying gaps, overlaps and shortcomings in the regulatory control and cooperative governance processes. • **Builds human capital and managing personnel in the sub-unit by:** * Working with Manager and relevant functional heads to develop plans and procedures for information and knowledge management and the sourcing, acquisition, and development of staff with required critical skills. * Manage the performance and conduct of personnel within the Sub-unit. • **Implements internal communication and incident reporting procedures by:** * Liaising with management, and the legal and communications departments for advice and to clarify established SAHPRA systems and methodologies. * Providing comments, inputs and advice on international standards and guidance documents, representing the interests of South Africa as member state of the IAEA, under the guidance of senior management and in collaboration with medical physicists and radiation scientists. * Managing investigation of incidents and accidents, and the formulation of appropriate communications with licensees, other regulatory authorities, and general public, in collaboration with the Deputy Manager: Inspectorate, Deputy Manager: "X-rays" and the Deputy Manager: Radionuclides, and under the guidance of the Manager: Radiation Control. * Representing SAHPRA interests on national, regional, and international levels (forums, committees, etc.). • **Licensing the import and manufacture of listed electronic products in terms of the Hazardous Substances Act:** * Check that the import/manufacture of any listed electronic product complies with the regulatory requirements related to the Hazardous Substances Act. * Check annually that the compliance documentation supporting the issuing of any such licence remains current and valid. * Compile hight level monthly and quarterly reports of the sub-unit. • **Attending to regulatory and technical queries:** * Respond to or initiate queries related to the licensing of

listed electronic products. * Respond to queries related to non-ionising radiation issues. • **Developing and implementing policy, SOPs and guidelines:** * To develop and implement policy with respect to the regulatory control of listed electronic products. * To develop and implement SOPs and guidelines with respect to the regulatory control of listed electronic products. * Management of the sub-unit Quality Systems. • **Managing operational risk & audit queries:** * To respond to risk and audit queries as required. * Manage and compile operational risk and record registers of the unit.

INSTRUCTIONS TO APPLICANTS: All applications must:

- Be submitted with a covering letter clearly reflecting the **name of the position and post reference number**, be signed, accompanied by a comprehensive CV, the names of 3 referees and recently certified copies of ID and qualification/s.
- Applications without the afore mentioned 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.
- Applications must be submitted by email to **recruitment@sahpra.org.za,** including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**
- No late applications will be accepted. CVs will not be returned. Applications, which are received after the closing date and time, 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.

Enquiries: Ms S. Molepo, Email: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS)**.

CLOSING DATE: 08 October 2021 at 16H00.