



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.

DATABASE ADMINISTRATOR

Ref No.: SAHPRA 049/2023

SALARY LEVEL 10: R692 830 to R735 329 per annum (Total cost to company)

CENTRE: Pretoria

REQUIREMENTS:

- 3 Year National Diploma/NQ Level 6 in Information Technology specializing Software Development
- Two (2) to 7 years in database design, implementation, and support.

CORE COMPETENCIES AND TECHNICAL PROFICIENCIES:

Comprehensive knowledge and understanding of relevant legislation, protocols, standard operating procedures and work instructions. * Preparation and management of strategic plans, business plans and budgeting. * Performance measurement skills. * Self-motivated and able to work independently. * Ability to manage a variety of cross-functional team members. * Competent in problem solving and team building. * Information evaluation. * Decision making. * Objectivity. * Resilience. * Communication skills (verbal, written, negotiation, conflict management, presentation). * Interpersonal skills. * Assertiveness. * Ethical behaviour. * Customer service. * Planning and organising skills.

DUTIES:

Designs data structures to deliver enterprise grade database design. * Analyzing user / project requirements and creates an appropriate database design, in conjunction with other developers, according to best practice and organizational initiatives and objectives. * Contributing in all phases of the development lifecycle and designs all necessary detailed flow charts and input-output forms/reports.

Completes database solutions according to user requirements / project charter and best practice, ensuring the best possible performance, quality and responsiveness of applications.

- * Delivering database within the specified timeframes.
- * Performing database quality assurance, bug-fixing, and upgrades to enhance system security and efficiency.
- * Ensuring optimal performance in terms of successful deliveries, reliability percentages, accomplishment rate (Original Requirements vs. Development Plan vs. Final deliveries), accomplishment time, system multi-tasking ability and system ability to address multiple issues simultaneously.

Transforming database designs and specifications into prototypes and programming integration with other systems.

- * Testing with user and obtaining sign-off.

Provides accessible and responsive user support.

- * Adhering to the call logging procedure.
- * Providing assistance and/or coaching users, as required.

Adheres to best practice and company policy and standards.

- * Collaborating with business analysts and developers to produce software designs.
- * Liaising with technical writers to create documentation for user support.
- * Maintaining and updating coding practices and documentation.

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 and email addresses of 3 referees and recently certified copies of ID, required qualification/s (matric included) and driver's licence where applicable.
- 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 or faxed applications will be accepted. CV's 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.

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

CLOSING DATE: 26 October 2023 at 16H00.