

## NATIONAL DEPARTMENT OF HEALTH

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).*

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. Certification must be within 3 months. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
- POST** : **MEDICINES REGISTRATION OFFICER GRADE II – (2 POSTS) MEDICINE EVALUATION AND RESEARCH 1 - PRE – REG and 1 – VETERINARY)**  
**(REF NO: NDOH 97/2016)**
- SALARY** : **Grade 2:** R573 264 per annum. Registration as a Pharmacist **OR** B-Pharm degree and a minimum of eight (8) years relevant experience. **Grade 3:** R655 464 per annum. Registration as a Pharmacist and a minimum of eight (8) years appropriate experience **OR** B- Pharm degree with a minimum of sixteen (16) years relevant experience. Salary grade will be determined in accordance with the above requirements as per the OSD.

**Certified original certificates of service must be submitted with your application as well as proof of registration as a Pharmacist (where applicable).**

- CENTRE** : Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation. Directorate: Medicines Evaluation and Research. Pretoria.
- REQUIREMENTS** : \*Qualification and years of experience required are indicated above \*Knowledge and application of the Medicines and Related Substances Act (101 of 1965) and the Regulations pertaining to the Act is essential \*Good communication (written and verbal), computer literacy, planning, supervisory, time management, co-ordination and organisation skills \*Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines \*Must be willing to travel and work irregular hours \*A valid driver's license.
- DUTIES** : \*Assess and evaluate new applications for registration of medicines \*Generate evaluation report for each application \*Evaluate applicant responses to P&A Committee recommendations for registration of medicines \*Provide technical assistance and support to the P&A and MCC Committee \*Record statistics and forward recommendation to admin staff for communication of Committee recommendation to the applicant \*Risk management and audit queries \*Respond to applicant time-line extension request for the submission of responses to P&A Committee recommendations \*Develop and update guidelines, templates, SOPs for the Pre-Registration unit \*Provide weekly work-plan and output to the unit manager (qualitative and quantities report).
- ENQUIRIES** : Dr J Lotter at tel no (012) 395 8317
- CLOSING DATE** : 19 September 2016