SAHPRA
South African
Health Products
Regulatory Authority

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.

HANDYMAN
Ref No.: SAHPRA 029/2020

CENTRE: Pretoria

REQUIREMENTS: Qualifications, Experience and Skills: * Grade 12 or equivalent qualification. * At least 3 years' related experience. * Must be physically able to perform duties required. * Ability to function independently, plan ahead (pro-active) and work in a team. * Ability to adhere to safety standards. * Ability to handle conflict and problem-solving situations. * Must be prepared to work overtime and do standby duties. * Valid Code B/ EB driver's licence.

DUTIES: * Conduct regular inspections throughout the building to ensure that fixtures, surfaces, equipment, machinery are in order and/ or working order and compliant. * Inspections and report back on all fire and access equipment, fire extinguishers, hose reels, detectors and access control equipment. * Electrical fixtures. * Matters related to water and plumbing. * Building maintenance. * Testing, repair or adjustment of machinery. ***** Conduct inspections for damages and faults in SAHPRA Head Office building and report faults and damages to the Deputy Manager: Facilities Management. * Conduct minor repairs to the faults and damages identified in SAHPRA Head Office. * Load, off load and move furniture, equipment and any other goods to the relevant destination within SAHPRA Head Office. * Move, dismantle and assemble furniture within the building. * Maintain office plants and flowers. * Drive when required. * Render other tasks deemed necessary by the supervisor.

INSTRUCTIONS TO APPLICANTS: All applications must:

- Be made on Z83 forms (obtainable http://www.dpsa.gov.za/dpsa2g/ documents/forms/employ.pdf or from any Government department).
- Be completed in full, clearly reflect 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 form 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: Ms S. Molepo, Email: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS).**

CLOSING DATE: 20 July 2020 at 16H00.