



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 monitor, evaluate, regulate, investigate, inspect, register and control medicines, schedule substances, clinical trials and medical devices, including IVDs, and related matters in the public interest.

Organisation	SAHPRA
Unit	Pharmaceutical Evaluation Management (PEM)
	On site
Location	Pretoria
Position	Senior Administration Officer
Ref No	SAHPRA 33 of 2026/27
Salary	R 421 700.00 – R 504 100.00 per annum (TOTAL COST TO COMPANY)

EE	X	Permanent		Fixed term Contract (2 years)	X	Disability	
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Job Purpose

- The Senior Administration Officer is responsible for managing, receiving, allocating and tracking applications.
- Coordinate the administration and operations of the Business Unit.

Responsibilities:

- Receive and allocate applications for screening and maintaining a database.
- Provide feedback to applicants regarding their applications.
- Support and implement tasks assigned by the Manager or Supervisor.
- Organise Committees, Sub-committees/Working Groups, Business Unit, Peer-Review, and any other stakeholder meetings.
- Implement other duties within the Business Unit, including travel arrangements for stakeholders and training.
- Update the tracking database of the Business Unit.
- Capture and collate payments for applications and supporting documents, confirmation of payments and submit them to the Finance Unit for revenue recognition.
- Capture and submit claim forms and invoices to payroll administrators timeously.

- Manage records within the Business Unit and all POEs for performance reporting (APP, AOP and Business Plan)
- Participate in the development of SOPs, Guidelines and revisions, and implementation.
- Support auditing process in collaboration with the Quality Management Systems and Finance Business Units.
- Provide support and guidance to other administration officers within the Business Unit.
- Assist by training and empowering new administrators in the Business Unit.

Requirements

- A Matric or Grade 12 certificate and a three (3) year National Diploma in Office Management and Technology / Administration / Public Management or related equivalent qualification at NQF Level 6 as recognised by SAQA.
- A related qualification at NQF Level 7 will be an added advantage.
- A minimum of 3 years of experience in administration or data management.
- Experience in the regulatory environment will be an added advantage.
- Proficient in Microsoft Office applications, particularly Excel and Word.
- A valid driver's licence.

Competencies and Skills

- Knowledge of Medicines and Related Substances Act and other relevant legislations, protocols, regulations, and guidelines.
- Strong administrative and organizational skills.
- Ability to work under pressure.
- Self-motivated.
- Ability to work in team.
- Ability to work with cross-functional teams.
- Excellent communication skills (written and verbal).
- Pay attention to details.
- Ability to maintain high level of confidentiality.
- Willing to adhere to SAHPRA Code of Conduct.
- Knowledge of manual or electronic filing systems.

Due to large number of applications 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.

- **Interested candidates who meet the above requirements should submit their applications, clearly indicating the title of the position and the reference number. Applications must include a signed cover letter, a detailed Curriculum Vitae (CV) with the names and email addresses of three (3) referees, and certified copies of the required qualifications (including matric). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the interview date, as communicated by Human Resources.**
- Should you have a foreign qualification, your application must be accompanied by an evaluation certificate (report) from 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 closing date and time will not be considered • The above-mentioned documents are compulsory. 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. • Shortlisted candidates will be expected to attend selection interviews on a specific date, time, and location as communicated by SAHPRA.	
• Applicants should note that pre-suitability checks will be conducted after they have been shortlisted. The appointment is subject to positive outcomes from these checks, which include security clearance, verification of qualifications, criminal records, credit checks (where applicable), citizenship status, employment verification and work experience. • SAHPRA reserves the right not to appoint any candidate to the advertised post. • 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.	
Employment Equity statement: • 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. • People with disabilities (should indicate their disability status), males (all races) and females (Coloured and White) will be given preference.	
Application closing date: 25 September 2026	
• Applications should be submitted through the SAHPRA Website Online Portal: http://www.sahpra.org.za/vacancies.	
NOTE: SAHPRA WILL NOT ACCEPT APPLICATIONS SENT THROUGH EMAIL ADDRESSES.	
Enquiries	
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