

## NATIONAL DEPARTMENT OF HEALTH

*It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

- 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 M Shitiba
- CLOSING DATE** : 11 September 2017 Closing Time: 12:00 Mid day
- 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. 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.

## OTHER POST

- POST 34/11** : **MEDICINES CONTROL OFFICER: CLINICAL TRIALS UNIT REF NO: NDOH 58/2017**  
Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation.  
Directorate: Clinical Evaluation and Trials Unit
- SALARY** : Grade 2: R615 111 per annum. Registration as a Pharmacist OR B-Pharm degree and a minimum of eight (8) years appropriate experience.  
Grade 3: R703 314 per annum. Registration as a Pharmacist and a minimum of eight (8) years appropriate experience OR A B-Pharm degree with a minimum of sixteen (16) years appropriate experience. Salary grade will be determined in accordance with the above requirements as per the OSD. Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.
- CENTRE REQUIREMENTS** : Pretoria  
Qualification and years of experience required are indicated above. Knowledge and application of the Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) and related Regulation pertaining to the Act. Good clinical practices and clinical trials conduct and processes. Knowledge of safety, efficacy and quality aspects of medicines. Good planning, organisational, supervisory, communication (written and verbal) and computer skills. Ability to work independently. Must be willing to travel and work irregular hours. A valid driver's license.
- DUTIES** : Receive clinical trial applications and applicant responses. Co-ordinate clinical trials activities and committee meetings. Prepare committee and council documents. Supervise administrative staff and attend to queries addressed to the Clinical Trials Unit. Minute Clinical Trial Committee (CTC) proceedings as well as executive Clinical Trial Committee recommendations and Medicines Control Council (MCC) resolutions. Develop Standard Operating Procedures (SOPs) for conducting clinical trials as well as related. Policies and guidelines. Technical screening and allocation of new clinical trial applications. Review any other clinical trial correspondence. Liaise with applicants and committee members. Co-ordinate and keep records of clinical trial related activities. Attend CTC meetings. Investigate and attend to pharmaceutical industry / applicant's queries. Perform other functions that may arise from time to time. Manage risk and audit queries.
- ENQUIRIES** : Mrs P Nkambule Tel no: (012) 395-9470./ Dr D Diale Tel no: (012) 395-9457