



## EXTERNAL ADVERTISEMENT MANAGER PROFESSIONAL AFFAIRS

**SALARY GRADE: D2 (R731 157)**

**66.6% (R482 564)** pensionable base, **34% (R248 593)** to be structured as per individual needs viz medical aid, 13<sup>th</sup> cheque, housing, travel allowance etc.

### REQUIREMENTS:

A BPharm degree or equivalent qualification and registration as a pharmacist with the South African Pharmacy Council. A senior degree would serve as a strong recommendation. Minimum of 5 years' experience in management in a regulatory environment.

### COMPETENCIES:

Sound knowledge of pharmaceutical legislation, health legislation and ethical rules, a thorough knowledge of the legal requirements relating to pharmacy practice and accreditation, effectively communicate and liaise between different organisations at Council/Stakeholder level, sound knowledge and understanding of administrative processes of a small to medium sized organisation and ability to manage such.

### RESPONSIBILITIES:

- Manage all activities related to the accreditation and monitoring of providers and courses including pharmacy inspections;
- Responsible for the management of pre-registration year of pharmacist interns, specialists' pharmacists and persons with foreign qualification;
- Responsible for the management of registrations of persons, providers and recording of, pharmacy licenses;
- Develop and review professional standards, accreditation criteria and tools, monitoring tools and guidelines;
- Responsible for the amendments and maintenance of the registers of persons and organizations as well as the verification and printing thereof;
- Consult and communicate with the profession and other stakeholders regarding all pharmacy practice, education and registrations matters in a friendly and professional manner;
- Drafting of agendas, minutes and facilitate the activities of the committees/ task groups relating to the Department;
- Supervise all activities of all personnel reporting to the incumbent;
- Reports to the Senior Manager: Professional Affairs on all matters regarding his/her KPA.

*In line with the Council's commitment to diversifying its workforce, suitable candidates from the designated groups (Indian and Coloured communities) and **people living with disabilities are encouraged to apply.***

All applications for the position, should be forwarded, together with detailed Curriculum Vitae and certified copies of qualifications to: **HR Department, for attention: Mr. John Mashishi, Telephone No. 012-319 8508,**

**E-mail: [John.Mashishi@sapc.za.org](mailto:John.Mashishi@sapc.za.org)**

**South African Pharmacy Council, 591 Belvedere Street, Arcadia, Pretoria.**

Faxed application will not be acceptable.

**The closing date is 13 July 2017**

If you have not heard from us within 30 days of the closing date, consider your application as being unsuccessful.