Job title: Regulatory Assistant- Act 36 (Act 36 of 1947) **Job grade**: TBC **BU**: New business development	**Job Level: Assistant** **Section**: Regulatory **Reports to**: Responsible/Regulatory Pharmacist
Core Description	**Key Deliverables / Primary Functions**
To co-ordinate and finalize dossier and regulatory requirements for the registration, regulatory maintenance and continued regulatory support of all Act 36 products and marketing materials in the SADC region.	• Liaising with regulatory authorities and industry forums • Screening and proof reading of documentation for legal compliance • Ensure the appropriate licensing, marketing, and legal compliance of veterinary products in order to control the safety and efficacy of products • Attend relevant meetings/seminars in order to ensure updated knowledge of regulatory legislation and guidelines – RSA, SADC and International. • Liaise with manufacturing, technical, legal, and business colleagues to ensure products, which are developed, manufactured, or distributed by a wide range of companies, meet the required legislation. • Advise on and coordinate the approval and registration of agrochemicals, pesticides, and other products under Act 36 of 1947 • Preparing submissions of new product applications, variations, and renewals • Monitoring and setting timelines for registration variations and renewal approvals • Advising scientists and manufacturers on regulatory requirements • Providing strategic regulatory advice to senior management throughout the development of a new product • Applying for Certificates of Free Sale • Application of new advertisements/marketing material and renewal thereof to At 36 of 1947 • Maintain registration dossiers • Keep an internal registrations register and renew registrations timeously. • Attend monthly Technical Meetings and others as advisor and establish appropriate communication with other departments, and manufacturers and 3rd parties supplying information for registrations. • Liaise with local and overseas manufacturers or suppliers • Review packaging lay-outs and promotional material for technical compliance • Perform other tasks as may be assigned by immediate supervisor or Afrivet Management • General administrative tasks

Core Functional Knowledge/ Skills	Competencies (Behaviour)
• Knowledge of Act 36 of 1947 regulations and procedures • Up to date knowledge of dossier formats for various applications • Knowledge of GHS compliance (Global Harmonization System for Classification and Labelling of Chemicals) • Provide full and detailed dossier compilation • Excellent organizing and administrative skills	Accuracy and attention to detail, analysis of documentation, articulating information, attention to detail for quality output, interacting with people, interpersonal and communication skills, team player, upholding quality and standards, work under pressure to meet deadlines.

Minimum Person Requirements		
Qualifications	**Experience**	**Certification/ Professional Registration**
Min NQF level 4 certificate Additional certification in pharmacy (Post basic pharmacy assistant) or in animal science, animal nutrition, agriculture, or another related field	At least 5 years in an animal health regulatory environment	As required as per additional qualification

Special Requirements
Required to travel locally - valid driver's license. Willing to sign an NDA and adhere to restraint of trade requirements
Compiled by: Riaan du Preez Date: 7 November 2022