



QA Admin Officer Vacancy

Reference: RQA03

Employment Type	Five-year renewable contract.
Reference Number:	RQA03. Applicants are required to reference RQA03 in all application-related communications.
Location:	Nuclear Medicine Research Infrastructure (NuMeRI) NPC, NuMeRI Main Centre, Steve Biko and Malan Street, Pretoria, 0084.
Closing date:	04 Sep 2026

Employer Background:

The Radiopharmacy within the Nuclear Medicine Research Infrastructure (NuMeRI) is seeking a highly skilled QA Administrator. NuMeRI is part of the Department of Science, Technology and Innovation's (DSTI) South African Research Infrastructure Roadmap (SARIR), established in 2015. NuMeRI aims to consolidate expertise and implement new strategic initiatives in nuclear technologies in medicine and biosciences. This initiative significantly enhances Research, Development, and Innovation (RDI) capacity in South Africa. NuMeRI supports healthcare research and development and is committed to transforming nuclear medicine field through ground-breaking research, promoting collaboration, and driving innovation to improve patient care, inform teaching and learning practices, and enhance outcomes. This research facility focuses on drug development and clinical research, driving new strategic initiatives in research and development, and is a global player in RDI.

NuMeRI houses major five units, namely, Pre-Clinical Imaging, Radiopharmacy, Clinical Theragnostic Centre, BTR and Medical Physics and Radiobiology. NuMeRI with its affiliated institutions provides comprehensive theragnostics in cancer care to patients. It is the International Atomic Energy Agency (IAEA) Anchor Centre for teaching and training and offers open collaborations with national and international institutions.

About the Radiopharmacy:

NuMeRI Radiopharmacy, centre for radiopharmaceutical production, houses a state-of-the-art cyclotron for producing high-quality radionuclides used to produce various radiopharmaceuticals. We boast an exceptionally talented team of Radiopharmacists, and Radiochemists committed to advancing the field. Our primary focus is on providing customised solutions for targeted therapeutics and diagnostic imaging while maintaining safety, quality and effectiveness. With state-of-the-art technology and specialised knowledge, NuMeRI



Radiopharmacy, is dedicated to clinical and research excellence. We are committed to leading the way in revolutionising patient care.

A QA Administrator will assist in maintaining GMP compliance, ensuring that QMS remains in a state of control within a highly regulated and time-sensitive radiopharmaceutical environment. They will assist in maintaining robust quality systems, cross-functional collaboration, continual monitoring, and adherence to applicable regulatory requirements, thereby ensuring patient safety and product quality.

Post Requirements

Qualifications:

- B.Sc, BTech or equivalent (higher qualifications may be advantageous)
- Previous exposure in administration, preferably within a GMP or GCP or ISO4001 environment.
- Excellent communication skills for technical reporting and stakeholder engagement.

Knowledge and Skills:

- Strong understanding of validation principles.
- Capable of problem-solving, recognizing the need for action, considering potential risks, and taking responsibility for outcomes.
- Excellent analytical skills with a keen attention to detail.
- Demonstrate ability to work effectively in multidisciplinary teams.
- Effective communication and interpersonal skills.

Professional Attributes:

- Computer literacy with proficiency in Microsoft Office.
- Proactive and dependable.
- Highly organized, systematic, and detail oriented.
- Team player.
- Strong document management skills.
- Ability to work extended hours when required.
- Integrity and high ethical standards.
- Ability to track and follow up on tasks.

Key Responsibilities

- Maintain and administer the Quality Management System (QMS/eQMS) and ensure QA records are accurately maintained.



- Manage document control, including issuance, distribution, revision, retrieval and archiving of controlled documents.
- Maintain training records, training matrices and training completion reports.
- Provide administrative support for deviations, CAPAs and change controls, including tracking actions and due dates.
- Maintain QA trackers, registers and quality metrics and provide routine status reports to the Compliance Officer.
- Assist with the administration and scheduling of internal, supplier and regulatory audits.
- Maintain audit findings, commitments and CAPA follow-up records.
- Assist with the administration of SOP reviews, periodic reviews and document updates.
- Ensure QA documentation is appropriately filed, archived, traceable and readily retrievable.
- Support the preparation and compilation of batch documentation and QA records for review and approval.
- Generate and distribute QA reports, meeting minutes, action lists and quality dashboards.
- Assist with preparation for GMP inspections and audits, ensuring requested documentation is readily available.
- Monitor expiry and review dates for SOPs, training, agreements, qualifications, audits and other controlled activities.

Registration with a Professional Council

- Qualifications must be from an accredited institution of higher learning.

Application details:

- This is a five-year, renewable contract position.
- NuMeRI will offer a total cost-to-company remuneration package, which will be determined based on the candidate's qualifications and experience.
- Applicants must include the post-reference number in their application (RQA03).
- Shortlisted candidates will be contacted by Human Resource (HR) and required to submit certified copies of their educational qualifications and other relevant documents (dated within the last 6 months) before the interview.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Suitable candidates will undergo vetting and pre-employment suitability checks.
- Please be aware that this job description provides a general overview of the role and may not cover all activities, duties, or responsibilities required. Responsibilities and duties may be adjusted as and when the need arises.



- For further inquiries, please contact Mr Qiniso Zikhali via email at Qiniso.Zikhali@sanumeri.co.za.
- Interested candidates should send their CV, a cover letter of motivation, and contact details of three referees to Ms. Ntombi Ditlopo via email at recruitment@sanumeri.co.za.
- All applications must be submitted to HR by 04 Sep 2026 16:00.