Innovative Bio-Science

www.obpvaccines.co.za

Onderstepoort Biological Products SOC Ltd (OBP), based in northern Pretoria, is a manufacturer of veterinary vaccines and other biological products. OBP is a Schedule 3B Public Entity and is committed to quality products and equal opportunities in employment.

# Quality Assurance Officer: Compliance
## Ref: QAC14/2025
## Closing Date: 20 March 2025

The Quality Assurance Officer: Compliance is responsible for implementing and maintaining the quality management systems at OBP

**Main Responsibilities include**: * Manage, monitor and maintain the allocated Quality Management system(s) (ensure numbers are issued according to procedure and a register is in place, maintained and up to date) * Ensure all allocated Quality Management system documentation is correctly completed, closed out, scanned and archived *Ensure compliance to all applicable regulations and internal procedures by proactively interpreting regulatory and quality requirements * Ensure that a Vendor management schedule is in place, monitor vendor audits, and follow up on outstanding CAPA plans for close out * Participate in investigations of quality related complaints and write reports where needed. * Monitor and report on developing trends * Participate in the investigation of incidents, OOS, deviations, discrepancies, root cause investigations or test failures as required * Support allocated operational area(s) of responsibility in closure of non-conformances/deviations, change controls, CAPAs and investigations *Review and approve Corrective Actions and Preventative Actions (CAPA) in order to meet compliance requirements *Review and approve change controls for quality and regulatory compliance impact and determine requirements for implementation *Perform QA checks of areas of responsibility on a monthly basis and ensure that observations are documented and followed up * Conduct internal audits on site as per assigned audit schedule *Ensure that area(s) of responsibility are audit ready *Ensure audit readiness within own role through closing out audit findings timeously *Support QA department with Regulatory audits and 3rd party audits * * *Support other department functions pertaining to projects, other initiatives or cross departmental work *Contribute towards the mitigation of the department's risk profile by implementing sound governance and compliance processes and tools to identify and manage risks.

**Minimum Requirements:** * Degree in Microbiology / Biotechnology Pharmacy, Biological Sciences or a similar field NQF 7 * ISO 9001 and/or cGMP auditing certification * Minimum 3 years' experience in Quality Assurance within the pharmaceutical/ biotech manufacturing industry *Experience in quality management systems within a cGMP facility is advantageous *Quality and Regulatory compliance knowledge, i.e. SA GMP, PIC/S and WHO as well as application.

**Remuneration:** A Paterson Grade C remuneration package will be offered that is commensurate with experience and qualification of the successful candidate.

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**NOTES:**

**OBP reserves the right to fill any of its positions.**

**Suitably qualified candidates should submit their applications online at PNET https://www.pnet.co.za. by the closing date. No late applications will be accepted or considered after the closing date.**

**Only shortlisted candidates will be contacted.**