

Learnership Opportunities

Further Education and Training Certificate NQF level 4: Business Administration



01

Purpose

Are you passionate about learning and developing your administrative skills and contributing to efficient organisational operations? The Business Administration Learnership Programme could be your gateway to a successful career.

In collaboration with the Health and Welfare Sector Education and Training Authority (HWSETA), the South African Health Products Regulatory Authority (SAHPRA) invites unemployed individuals to participate in a twelve (12) learnership programme that leads to a national NQF 4 qualification in Business Administration.

02

Qualifying Criteria

- Minimum Grade 12 (Matric)/ N4/N5/N6 certificate.
- South African citizen with a valid South African ID.
- Clear credit and no criminal record.
- Aged between 18 and 35 years.
- Currently unemployed and not participating in another learnership.
- Must reside in or be able to travel to Pretoria workplace and training commitments.

3. Programme Structure

This 12-month learnership includes fully funded theoretical training provided by an accredited training provider, combined with workplace-based experience. Learners will receive a monthly stipend to support them during the programme.

4. To Apply

- Please click here to access and complete the online application form.
- Please note that only fully completed applications will be considered.
- Only applications submitted via the above online application form will be accepted.
- Applications should be submitted through the SAHPRA Website Online Portal: <https://www.sahpra.org.za/vacancies>.
- **For enquiries:** Please contact Ms K Mabuza, L&D Specialist, via email at khanyisile.mabuza@sahpra.org.za.
- NOTE: APPLICATIONS SUBMITTED TO THIS EMAIL ADDRESS WILL NOT BE CONSIDERED AS PART OF THE RECRUITMENT PROCESS.
- **The closing date is 05 September 2025 at 16:00.**

5. Very Important

As a learner on this programme, you will need to meet the following objectives:

- Attend the required training interventions (theory-based learning) and successfully complete the competency assessments.
- Successfully complete the workplace practical training.
- Submit a portfolio of evidence.

Please note, preference will be given to applicants from designated groups in line with SAHPRA's policies and procedures. People living with disabilities are encouraged to apply.

Should you not receive a response to your application within one month of this advert being placed, kindly consider your application as being unsuccessful.