

Job Advertisement: Operations & Compliance Officer

Reporting to: SAMED Executive Officer

Location: Fourways, Johannesburg

The South African Medical Technology Industry Association (SAMED) is seeking a highly organised, strategic and detail-driven **Operations & Compliance Officer**. This role is central to ensuring effective governance, sound financial and operational management, and strong code compliance oversight and stakeholder engagement.

The position oversees SAMED's day-to-day operations and financial management, including payroll oversight, cashflow forecasting, budgeting, audits, service provider management, and governance policy maintenance. It plays a central role in ensuring compliance with the SAMED Constitution, internal policies, POPIA requirements, and the Medical Technology Code of ethical marketing and business practice.

The role supports the Code Committee, manages industry advisory opinions, hotline reports and the Code Certification Platform, responds to member compliance queries, and coordinates training, communications, and stakeholder engagement on compliance matters. Representation on relevant industry compliance forums and monitoring global medtech compliance trends form part of the mandate.

In addition, the role supports member and stakeholder engagement through contributions to events, reporting to the Executive officer, EXCO and the Board, website management, and input into the annual report. The incumbent will manage and develop direct reports and support broader team initiatives.

This role is suited to a highly organised, analytical, and confident professional with strong administrative capability and a commitment to good governance within the medtech industry.

Minimum Requirements

- Bachelor's degree in Business Administration, Law, Finance, Governance or related field (preferred) or
 - 5+ years' experience in operations, compliance, governance or financial administration.
 - Strong knowledge of POPIA, corporate governance best practice, and (ideally) medtech or healthcare regulatory frameworks.
 - Exceptional administrative, analytical and organisational skills.
 - Confident communicator with the ability to engage senior stakeholders.
 - Strong IT proficiency, especially in Excel, word, databases, and digital platforms.
 - Ability to independently manage complex tasks and meet deadlines.
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Competencies

- High attention to detail and accuracy
 - Professional discretion and sound judgement
 - Strong problem-solving and critical-thinking skills
 - Ability to manage cross-functional projects
 - Excellent written and verbal communication skills
 - Resilience, adaptability and strong interpersonal skills
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What SAMED Offers

- An opportunity to influence and support the medical technology industry
 - A collaborative, mission-driven environment
 - Professional growth through exposure to operational, governance, compliance and regulatory work
 - Hybrid working flexibility (2 days a week work from home)
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Salary range: To be discussed if shortlisted.

How to Apply

Please submit your **CV and a motivational letter** to **tanya@samed.org.za** with the subject line:
SAMED Operations & Compliance Officer Application – [Your Name]

Applications close: **10 May 2026**