

Vacancy



Job Title	Production Intern
Department	Aseptic Services
Location	Midrand, Gauteng
Upward Reporting	ASU Production Manager

MAIN PURPOSE OF JOB	
<ul style="list-style-type: none"> Assisting the ASU Production Manager with administrative- and quality duties – SOPs (eDMS), overtime, KabiTrack, manufacturing records. Assisting in scheduling training and managing the training matrix Assisting the Continuous Improvement Manager with validation activities and documentation. 	
KEY PERFORMANCE AREAS (KPA'S)	ACTIVITIES
Validation activities - Validation, Qualification, Calibration and Mapping Management	<ul style="list-style-type: none"> Compilation of validation documentation. Ensure all validation documents are signed off and filed. Assisting with validation activities. Assisting with scheduling validation activities
Quality Compliance and Production Documentation	<ul style="list-style-type: none"> Ensure all checks are conducted on all production documentation prior to submitting to Quality Department. Ensure that all missing documents are accounted for before submitting to Quality. Assist with reconciliation and allocation of batch documents, manually and on ERP (e.g., BRL – Quantities made) and allocations of raw materials to batches.
SOP and GMP	<ul style="list-style-type: none"> Managing of SOPs on eDMS Format check on SOPs Schedule Training of SOP
Training	<ul style="list-style-type: none"> Managing of training matrix for the department Ensure the training plan is complete and up to date Management of induction paperwork for staff members
Overtime	<ul style="list-style-type: none"> Submitting of overtime for the department with ASU manager approvals Manage timesheets for staff
KabiTrack	<ul style="list-style-type: none"> Submit KT evidence on the KT system Closing of KT events on the system with ASU manager guidance
Minimum Qualifications	Post Basic Pharmacist Assistant, Bachelor's degree (B.Sc.), Process Engineering/Industrial Engineering/Chemical Engineering degree or relevant
Complexity of Instruction	Verbal and written
Planning Function	Daily
Pressure of work	High
Degree of Supervising	Low, must be self-sufficient

Additional Comments	Additional on the SOP requirements will be given.
Competencies	<ul style="list-style-type: none"> • Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. • Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems. • Organize: Set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities.

The Affirmative Action principles as set out in the Company’s Employment Equity targets and Policy shall apply. In addition, selection of the successful candidate will be dependent on operational requirements of the Company.

**All interested applicants can email their applications which are clearly marked “Production Intern” to: tsebishi.mohuba@fresenius-kabi.com
Closing date: **17 November 2025****

Application for Employment

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist the HR department in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <p>A. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law.</p> <p>Your personal details must correspond with the details in your ID or passport.</p> <p>B. Passport number in the case of non-South Africans.</p> <p>C. This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>D. This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>E. Applicants with substantial qualifications or work experience must attach a CV.</p>	A. THE ADVERTISED POST				
	Position for which you are applying (as advertised)			Department where the position was advertised	
	State whether you are an internal or external candidate			If you are offered the position, when can you start OR how much notice must you serve with your current employer?	
	B. PERSONAL INFORMATION				
	Surname				
	First Names				
	Date of Birth				
	ID number				
	Race	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
	Gender			<i>FEMALE</i>	<i>MALE</i>
Do you have a disability?			<i>YES</i>	<i>NO</i>	
Are you a South African Citizen?			<i>YES</i>	<i>NO</i>	
If no, what is your Nationality?					
And do you have a valid work permit?			<i>YES</i>	<i>NO</i>	
Have you ever been convicted of a criminal offence or been dismissed from employment?			<i>YES</i>	<i>NO</i>	
If your profession or occupation requires State or official registration, provide date and particulars of registration.					
C. HOW DO WE CONTACT YOU					
Preferred language of correspondence?					
Telephone number during office hours.			()		
Preferred method of correspondence		Post	E-mail	Fax	
Correspondence contact details (in terms of above)					

D. LANGUAGE PROFICIENCY – state ‘good’, ‘fair’ or ‘poor’							
	Languages (specified)						
Speak							
Read							
Write							

E. QUALIFICATIONS (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE (please ignore if you have attached a CV with these details)							
Employer (including current employer)	Post held	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed at FKSA, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

G. REFERENCES (please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

H. DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.</i>	
Signature:	Date:



Consent and Indemnity Form

COMPANY INFORMATION "COMPANY"

Company Name		Consultant Name	
Email Address		Phone Number	

CANDIDATE PERSONAL INFORMATION

Surname		Full First Name	
Maiden Surname		Date Of Birth	
SA ID Number		Passport	
Email Address		Contact Number	
Physical Address			

CANDIDATE SELF-DISCLOSURE

Criminal Record Check

Have you ever been criminally charged? Yes No

If yes, detail of charge / conviction

Academic Qualifications

Qualifications	Institution	City	Year Completed	Student No.

Social Media

Current Employer		Previous Employer	
Facebook URL		Twitter Handle	
LinkedIn URL		Pinterest	
Instagram		Google+	
YouTube		Blogs	
Other		Other	

Initial

CONSENT TO PROCESS PERSONAL INFORMATION

I hereby:

- consent to the Company, its duly authorised agent, LexisNexis Risk Management (LNRM) and its data providers to process my personal information and conduct background verification checks including but not limited to; credit, criminal, qualifications, employment references, fraud prevention, ID verification, FAIS comprehensive, professional associations, driver's licence and social media;
- understand that all personal information is disclosed in confidence and will be kept confidential in a secure manner by the Company and LNRM;
- authorise the communication of the results of the background checks to the Company and LNRM who, in turn, will keep a copy on record, as per company policy;
- consent to this indemnity form being used from time to time for continued verification purposes for the duration of my engagement with the Company;
- authorize LNRM to receive and store my personal information for current, future or continued verification purposes (whether for the Company or for other legitimate purposes);
- confirm that I have been informed fully of the purposes of the background checks and that my consent is given voluntarily without coercion and that I may request a copy of this consent form to retain for my own purposes;
- declare that, to the best of my knowledge and belief, all of the information provided in connection with this application is full and correct and up to date; and
- undertake to supply any additional information that may be required by LNRM to verify the information given and will inform the Company of any alteration to the information provided.

I am aware that:

- any information furnished to the Company will be disclosed to me upon request and that I may dispute any information in the record as prescribed in the Protection of Personal Information Act 4 of 2013 or the National Credit Act 34 of 2005 (NCA);
- the Company is responsible for verifying the accuracy of information furnished by the South African Police Service;
- where my personal history requires background checks to be carried out in other countries where I have worked, studied or resided, my data may be transferred to and processed in the other countries, where the data protection laws may not be as strict;
- in processing my personal information, the Company or LNRM may have access to personal information of mine that is sensitive, including information about criminal behaviour related to the commission of or alleged commission of offences and my credit history;
- I have the right to withdraw my consent at any time by informing the Company that I wish to do so by completing the appropriate Withdrawal of Consent Form. I am also entitled to object to the processing of my personal information and to obtain a copy of my personal information at any time;
- the Company or LNRM may contact me and my referees by telephone, email, or post for the purposes set out above;
- verification requests form part of the background screening process;
- requests for credit information will only be conducted under the regulations of the NCA and data obtained from the Financial Sector Conduct Authority serves only for the purposes of determining the fitness and propriety as envisaged in the Financial Advisory and Intermediary Services Act 37 of 2002;
- requests for consumer credit information will be provided for the below prescribed purposes only:
 - considering me for employment in a position that requires honesty in dealing with cash and/or finances (as per relevant job description);
 - fraud detection and fraud prevention services;
- for the purpose of criminal background checks, my fingerprints will be captured and stored for a reasonable period. Any previously captured fingerprints may be used, where available;
- the purpose of background screening, including any social media checks, is for consideration of the results by the Company as part of my application and/or my suitability for employment;
- the social media information that may be covered in the background checks includes all social media accounts of which I am a member or user, and is not limited to the social media information listed on page one.

INDEMNITY

All signatories agree that LNRM, the Company, referees in my CV and/or the data providers shall not incur liability, and no claims will be made for any compensation in respect of any document or information obtained through such inquiries conducted in good faith. Furthermore, LNRM and the Company will not be held liable for relying on any inaccurate, misleading or outdated personal information provided by the data provider/s or the candidate.

Signed at (Place)		On DD/MM/YYYY (Date)	
Applicant/Guardian Name		Consultant Name	
Applicant/Guardian Signature		Consultant Signature	



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 refcheck.support@lexisnexis.co.za
 www.refcheck.co.za

Lexis® RefCheck
 advancing what's possible