

JOB DESCRIPTION: HEAD OF REGULATORY

Company: Sensory FX
Location: Pretoria
Contract Type: Full time, permanent
Industry: Chemical Manufacturing

About us:

Sensory FX is a trailblazing developer and manufacturer of flavours and fragrances for a broad range of products – from food and beverages to household and personal care. As an industry pioneer in sub-Saharan Africa, we're known far and wide for our excellent service and high-quality products. Over the years, we're proud to have helped create and define some of the continent's best-loved brands. This is due to the fact that we don't just understand the science of fragrance and flavour, but the psychology behind it too – which allows us to craft uniquely appealing tastes and scents.

Purpose of position:

To lead and oversee the organisation's regulatory affairs function by developing and executing regulatory strategies that ensure compliance with applicable local and international regulations, facilitate market access, and support successful commercialisation.

Roles and responsibilities:

Regulatory Strategy, Leadership and Compliance

- Provide regulatory leadership and strategic guidance to management and relevant business functions, contributing to the achievement of the organisation's strategic and commercial objectives.
- Develop and implement the Regulatory Affairs strategy in alignment with business growth, commercial objectives and applicable local and international regulatory requirements.
- Ensure organisational compliance with all applicable legislation, regulatory requirements, licences, permits, certifications and regulatory authority requirements.
- Stay abreast of local, regional and global legislation and regulatory changes and requirements; assess their impact on the organisation and its products and implement appropriate compliance measures.
- Execute all responsibilities in accordance with applicable legal, regulatory and ethical standards.

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Regulatory Submissions, Registrations and Documentation

- Oversee the preparation, review and submission of regulatory applications to authorities and applicable bodies regarding product registrations, amendments, licensing, renewals and supporting regulatory documentation.
- Maintain appropriate records relating to registrations, licences, certifications, regulatory approvals and submissions.
- Manage regulatory submission timelines, priorities, registrations, renewals and compliance deadlines.
- Ensure technical dossiers and supporting regulatory documentations are complete, accurate, current and compliant with applicable regulatory and quality requirements.
- Review regulatory documentation for completeness, accuracy and compliance prior to submission.
- Ensure regulatory documentation remains current throughout the applicable product lifecycle.
- Support the compliant and timely introduction of products into relevant markets.

Product Compliance

- Implement and oversee appropriate finished product surveillance processes and ensure regulatory reporting and documentation obligations are fulfilled.
- Verify and provide guidance to ensure that all products (raw material & finished goods) meet all local and international legal safety laws, environmental laws and self-regulatory standards.
- Ensure appropriate processes are maintained for product complaints, adverse events, product recalls, safety notifications and mock recalls.
- Provide regulatory guidance to support the compliant import, export, manufacture and distribution of Flavours and Fragrances across relevant markets and product categories.
- Interpret regulatory requirements, assess their business impact, develop appropriate regulatory strategies and ensure compliance and chemical safety rule adherence across different product categories and markets.

Regulatory Authority and Stakeholder Engagement

- Build and maintain strong strategic relationships and act as a key point of engagement with regulatory authorities, industry bodies, external stakeholders and other relevant organisations.
- Represent the organisation during regulatory inspections, audits and any other official regulatory engagements.
- Coordinate and oversee responses to regulatory queries, requests for information and other regulatory correspondence.

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- Collaborate with internal business units, including Sales and Application teams, to compile regulatory documentation, facilitate compliance and support timely product launches and registrations.
- Implement business standards in line with local and international standards, establishing requirements to guide the business in how it should manage business activities.

Internal Regulatory Support, Training and Communication

- Provide Regulatory Affairs support and guidance to internal business units on applicable regulatory requirements and compliance matters.
- Communicate regulatory requirements and changes to relevant internal stakeholders and provide clear guidance on their practical implications as well as ensuring implementation in each business unit.
- Develop and deliver regulatory training to improve organisational awareness and understanding of regulatory processes, responsibilities and best practices.
- Translate complex regulatory requirements into clear and practical guidance for colleagues and business units.

Regulatory Team Leadership and Departmental Management

- Establish departmental objectives, KPIs and performance standards, and monitor performance against agreed targets.
- Lead, develop and manage the Regulatory Affairs team to achieve departmental objectives and maintain high-performance standards.
- Manage departmental resources and budget effectively.
- Coach and mentor team members and support employee development and succession planning.
- Drive continuous improvement initiatives to optimise regulatory processes, improve operational efficiency and enhance departmental effectiveness.
- Identify and implement opportunities to improve regulatory processes, systems and ways of working.

Requirements & Skills:

- Minimum 5 years' experience in a senior Regulatory Affairs role within the FMCG Flavour and Fragrance industry, with extensive hands-on experience in global product registrations, regulatory submissions, technical documentation and compliance with local and international regulatory requirements.
- Minimum BCom law / LLB, postgraduate qualification in Regulatory Affairs, Quality Management or a related legal field.
- Strong practical knowledge and experience of Legal Compliance, Quality Management Systems (QMS) and relevant audit and certification standards, including FSSC, IMS (including ISO 9001, ISO 14001 and ISO 45001), SEDEX and applicable OHS requirements.

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- Proven experience preparing, reviewing, managing and overseeing regulatory submissions, registrations, amendments and renewals.
- Proven experience compiling, reviewing and maintaining technical dossiers and supporting regulatory documentation.
- Experience engaging directly with regulatory authorities and managing regulatory queries and submissions.
- Experience managing multiple regulatory submissions, registrations, renewals and compliance deadlines simultaneously.
- Excellent organisational, prioritisation, time management and project-management skills, with a high level of accuracy and attention to detail.
- Proven ability to lead, develop, coach and manage the Regulatory Affairs and Quality Assurance teams while maintaining strong performance standards.
- Strong written and verbal communication skills, with the ability to communicate complex regulatory requirements clearly and effectively to internal and external stakeholders.
- Able to operate at both a strategic and hands-on level — leading the function, compliance and regulatory authority engagement while drafting registrations, submissions, documentation.

If you are interested in this position and have the necessary skills and abilities, email your CV to danie@sensoryfx.co.za.