



SOUTH AFRICAN HEALTH PRODUCTS REGULATORY AUTHORITY

The South African Health Products Regulatory Authority (SAHPRA), is the National Medicines Regulatory Authority established in terms of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended, to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials and medical devices, and related matters in the public interest.

CHIEF EXECUTIVE OFFICER

Ref.: SAHPRA 001/2018. 5-Year Contract. Salary: A market related cost-to-company remuneration package commensurate with the position and the skills of the appointee will be payable to the successful candidate. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Authority. Centre: Pretoria.

Requirements: •A Master's degree (NQF Level 9) in Health Sciences and a Management qualification •An MBA or similar Management qualification will be an advantage •A minimum of ten (10) years appropriate experience in the health sector of which eight (8) years must be at senior management level. **Competencies/Skills:** •Experience in conducting organisational effectiveness and efficiency reviews •Experience in a regulatory and policy analysis environment •Experience in and knowledge of both the pharmaceutical and medical device industry will be a strong recommendation •Excellent appreciation of South Africa's health policy •In-depth understanding and knowledge of the National Health Act and the Public Finance Management Act (PFMA) •Management skills including people management and empowerment •Programme/Project skills and financial management skills •Ability to provide operational and strategic direction and leadership •Ability to manage multiple projects •Excellent interpersonal and communication skills (written and verbal) •Problem solving and analysis as well as knowledge management skills •Good computer literacy skills. **Personal Attributes:** •The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.

Duties: Strategic Leadership: •Provide appropriate directional guidance in the form of a strategic plan to ensure that the Medicines and Related Substances Act is implemented successfully, and that all reasonable action is taken to effect compliance with the enabling legislation and all other legislative prescripts •Oversee the implementation of the strategy in a manner that meets the requirements of all key stakeholders •Provide strategic direction and oversee implementation of various functions related to the regulation and/or regulatory oversight of medicines and medical devices •Ensure that the Authority's core functions are implemented in line with applicable protocols and policies as set out by applicable and relevant legislation and regulations •Provide regular reports to the board of SAHPRA on the functioning of the Authority. **Financial Management:** •Ensure that the Authority complies with prevailing regulatory frameworks regarding the management and utilisation of funds and that all activity of a financial nature is conducted with probity and in line with the PFMA •Lead the general administration of the Authority and carry out any functions assigned to the Authority by the Board and the enabling legislation •Lead the executive management team of SAHPRA responsible for strategic planning and management of the organisation •Oversee the application of sound corporate governance and risk management processes to protect the interests of the Authority and the public and to ensure compliance with all statutory requirements •Liaise with the Ministry and Department of Health; other Government departments and entities (e.g. Agriculture, Trade and Industry, Science and Technology and Environmental Affairs, etc.); SADC and other countries, industry bodies as well as relevant international bodies that are necessary to achieve the objectives of the Authority •Mentor and manage Managers reporting to this job, to ensure that they have the skills required by the organisation and are able to achieve their performance objectives.

CHIEF OPERATING OFFICER

Ref.: SAHPRA 002/2018. 5-Year Contract. Salary: A market related cost-to-company remuneration package commensurate with the position and the skills of the appointee will be payable to the successful candidate. The package will be structured as follows: Basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Authority. Centre: Pretoria.

Requirements: •A Master's degree (NQF Level 9) in Health or related Sciences and a Management qualification •An MBA or similar Management qualification will be an advantage •Ten (10) years management experience in a service delivery environment of which at least five (5) years must be at senior management level in business operations. **Competencies/Skills:** •Working knowledge of and/or experience in working with legislation of direct relevance, such as the Public Finance Management Act (PFMA), Treasury Regulations and the Health sector •Proven track record in reviewing strategies as well as policy implementation •Proven track record of successfully leading and inspiring a diverse group of employees while creating an environment that seeks to grow them •Solid previous exposure to governance, policies and operations of an organisation •Good interpersonal, negotiation, and leadership skills.

Duties: •Assist the CEO with the formulation and implementation of the SAHPRA Strategic and Annual Performance Plans •Ensure an effective Good Corporate Governance system and provide excellent support services to the Authority, committees, Boards, departments, divisions and staff •Ensure that the correct interpretation of applicable health legislation is implemented by the Administration •Advise the Management team on key planning issues and make recommendations on important business decisions •Assume direct responsibility for the performance management of Senior Managers and other direct reports. **Organisational Reporting and Monitoring:** •Provide guidance and leadership through the management of SAHPRA's metrics and measurement reporting process. **Oversee Risk Management and Legal Activities:** •Letters of agreement, contracts, leases, and other legal documents and agreements •Develop and regularly update strategies and structures to ensure the efficient development, implementation and administration of the SAHPRA's policies and strategic plans •On-going review of strategic objectives •Effective Public Relations Management with external and internal stakeholders and promotion of a positive SAHPRA image •Ensure that activities comply with organisational requirements for quality management, legal stipulations, and general duty of care.

CHIEF FINANCIAL OFFICER

Ref.: SAHPRA 003/2018. 5-Year Contract. Salary: A market related cost-to-company remuneration package commensurate with the position and the skills of the appointee will be payable to the successful candidate. The package will be structured as follows: Basic salary (70% of total package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The remaining flexible portion may be structured in terms of the applicable remuneration rules. Centre: Pretoria.

Requirements: •A postgraduate qualification in Financial Management or a relevant NQF Level 7 degree with completed articles •Professional registration as a Chartered Accountant is strongly recommended •A minimum of ten (10) years experience in financial management at senior managerial level •Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA) / Generally Recognised Accounting Practices (GRAP) and all relevant legislation including proven experience. **Competencies/Skills:** •Experience in supply chain management •Ability to implement internal systems and controls to ensure sound financial management, and other resource management practices •Skilled in MS office, Pastel financial systems, VIP Payroll, the HR system and Internet •Knowledge of Job Evaluation and Organisational Development principles and procedures •Good leadership and management skills •Good track record in the preparation and management of budgets •Good communication (verbal and written) skills •Strategic and business planning skills •Analytical, change management, organisational awareness and assertiveness skills •Ethical behaviour •Financial, cost and management accounting skills •Problem solving and conflict management skills.

Duties: •Provide strategic leadership with regards to financial management •Provide strategic direction and leadership to the Authority and ensure focus on strategic imperatives from a financial perspective •Provide sound financial management, advice and support •Ensure the execution of all duties of the CFO implicit and implied in the PFMA, relating to reporting, budgetary control, transference of assets and liabilities, and other financial matters •Ensure that monthly, quarterly and annual audited financial statements/reports are available to the SAHPRA board and all stakeholders, as well as published in the Annual SAHPRA Report •Oversee the planning and budgeting process •Provide inputs into the formulation of the medium-term objectives, policies and strategies in support of the strategic and operational plans of the entity •Ensure that all reporting requirements are met •Monitor the submission of monthly reports, detailing the actual and projected revenue and expenditure of SAHPRA •Ensure an effective risk management system •Undertake a risk assessment and implement and maintain an effective risk management strategy •Ensure that resources are managed effectively and that performance is measured •Effective, efficient and economical use of financial and other resources •Prevent unauthorised, irregular, fruitless and wasteful expenditure •Manage and mentor staff reporting to the CFO and administer their performance management system.

DIRECTOR: HUMAN RESOURCE MANAGEMENT

Ref.: SAHPRA 004/2018. Salary: An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured as follows: Basic salary (70% of total package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The remaining flexible portion may be structured in terms of the applicable remuneration rules. Centre: Pretoria.

Requirements: •A Bachelor's degree or equivalent NQF Level 7 qualification in Human Resources Management •Registration as a Chartered or Master Human Resources Practitioner with the South African Board for People Practice will be an advantage •A minimum of five (5) years experience in a Human Resource Management or related environment at middle/senior management level. **Competencies/Skills:** •Extensive understanding of and experience in Human Resource Administration •Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, Labour Relations Act, 1995 (LRA), The White Paper on Transformation of the Public Service Act and Batho Pele Principles, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act and Human Resources Systems •Good coordination and leadership, people management, communication, problem solving, statistical analyses, budgeting, time management, strategic planning, HR policy and procedure, diversity management, project and financial management, planning and organisation skills.

Duties: •Develop and manage the implementation of the HR strategy •Review the annual business strategy and develop an HR strategy that supports the achievement of the business strategy •Provide a platform for sound employee relations •Ensure that Departmental practices are legislatively correct and employee sensitive •Provide a progressive and optimised learning environment within the Department in developing, managing and monitoring the Departmental training and development strategy •Ensure overall Departmental compliances with the human resources legislation framework, policies and sound human resources practices •Manage the implementation of effective protocols for the organisation •Manage the administration of service benefits/rewards and payroll matters •Manage leave, long service recognition and PILIR •Ensure that effective and efficient recruitment, selection, appointment and retention strategies are in place •Manage the implementation of HR policies and procedures with all organisational staff •Recruit and appoint the organisation staff in line with the HR plan •Ensure the management of organisational development and job evaluation support services •Ensure that workstudy investigations are conducted •Manage the development of organisational structure and post establishment •Manage the development of job descriptions, and ensure that grading of positions are in line with the organisational development prescripts •Management of resources •Conduct research on labour relations and planning on the Health sector •Develop the annual HR budget in line with the overall business strategy and the HR strategy •Manage risks and audit queries within the area of work •Develop and implement a risk management plan •Implement a risk strategy •Monitor and adjust plans for new risks •Respond to audit queries.

DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY

Ref.: SAHPRA 005/2018. Salary: An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured as follows: Basic salary (70% of total package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The remaining flexible portion may be structured in terms of the applicable remuneration rules. Centre: Pretoria.

Requirements: •A four-year Bachelor's degree or equivalent NQF Level 7 qualification in Computer Science or an Information Technology related qualification •At least five (5) years experience at middle management level. **Competencies/Skills:** •Experience in social statistics, databases and in full scope IT service management is required •Knowledge of systems architecture, database systems, software, IT support cloud hosting approaches and requirements •Knowledge of the Public Finance Management Act and related Regulations, IT hardware and software, system and network setup and maintenance, database development and management skills •Good communication (verbal and written), statistical, budgeting, people management, problem solving, time management, strategic planning, leadership, organising, coordination and diversity management skills.

Duties: •Develop and manage the implementation of Information Communication Technology (ICT) policies and procedures •Draft ICT policies in line with good practices and manage the communication of ICT policies and procedures to all users •Manage ICT support provision to system users •Manage Service Level Agreements (SLAs) with providers of outsourced IT services in line with the approved IT strategy and budget •Develop and manage ICT budget •Monitor and manage spend of the budget in line with the business requirements, •Report on progress and performance against budget •Manage human resources/staff •Manage the performance of all staff by developing performance contracts and providing staff with regular feedback on their performance against the defined expectation •Management of risks and audit queries.

DIRECTOR: BOARD SECRETARY

Ref.: SAHPRA 006/2018. Salary: An all-inclusive salary package of R948 174 to R1 116 918 per annum (Level 13), structured as follows: Basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules. Centre: Pretoria.

Requirements: •A B.Comm Law / LLB / Company Secretarial qualification •Admission as an Attorney, Advocate or Chartered Accountant •At least eight (8) years relevant experience of which at least five (5) years must be at middle managerial level. **Competencies/Skills:** •Knowledge and understanding of Health legislation, the Public Finance Management Act (PFMA) and National Treasury Regulations •Understanding of relevant policies and other applicable legislative prescripts; and drafting skills •In-depth knowledge of Corporate Governance and practices •Knowledge of the public sector •Knowledge management skills, planning, communication and negotiation skills •Good computer literacy skills •Good interpersonal skills supported by exceptional verbal and written communication skills •The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and must be able to work under stressful situations and have the ability to maintain high levels of confidentiality.

Duties: •Manage and provide secretariat services and administrative support to the SAHPRA Board and its Committees to ensure their effective and efficient functioning •Ensure that SAHPRA operates within a legally and regulatory compliant framework •Ensure that the legal and reputational risk of SAHPRA is mitigated and controlled •Ensure that the Authority prepares and submits interim and annual reports in line with statutory requirements •Advise the Board members individually and collectively with regard to their fiduciary duties and Corporate Governance responsibilities and make them aware of all legislation and regulations relevant to the organisation •Assist in the proper induction and orientation of Board members, including assessing their specific training needs in regard to their fiduciary responsibilities •Responsible for the compilation of Board documentation and ensure compliance with the required standards of good governance •Ensure compliance with all relevant statutory and supervisory requirements, having due regard to Corporate Governance Compliance functions •Report non-compliance to statutory and supervisory requirements to the CEO, and to the Board •Mentor and manage Managers reporting to this job, to ensure that they have the skills required by the organisation and are able to achieve their performance objectives.

CLOSING DATE: 29 JUNE 2018 AT 16H00

Enquiries: Ms S. Molepo, tel. 012 395 8014.

Applications: South African Health Products Regulatory Authority, Private Bag X828, Pretoria, 0001. Hand-delivered applications may be submitted at Reception (Brown Application Box), Civitas Building, corner Struben and Thabo Sehume (formerly known as Andries) Streets, Pretoria. **For attention:** Ms M. Shitiba.

Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessments. The successful candidate will be required to sign a performance agreement.

Note: Applications should be submitted on Form Z83 obtainable from any Public Service department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 Certificate regardless of the qualification requirements indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The SAHPRA reserves the right not to fill the post(s). The successful candidates will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The SAHPRA will not be liable where applicants use incorrect/no reference number(s) on their applications.