



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 No. 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.

HUMAN RESOURCES SERVICES MANAGER
Ref No.: SAHPRA 002/2020 (6 MONTHS CONTRACT)

CENTRE: Pretoria

REQUIREMENTS: • An appropriate 3-year degree or national diploma in Human Resources or equivalent qualification. • A postgraduate qualification in HR management or equivalent degree is an added advantage. • The post holder must have at least 5 years' experience in human resource management of which 3 years must be at middle management level. • Knowledge of South African laws and HR compliance and regulations an advantage. • An in-depth understanding of, and insight into, the BCEA, LRA, OHS, EE and POPI Acts. • Knowledge of Batho Pele principles.

NOTE: Applicants should be available to commence duty immediately.

DUTIES: Manage and supervise the provision of General HR Services: • Answer questions from, and act as liaison between the Human Resources Manager and employees. • Development of human resources management procedures and processes as per SAHPRA HR policy. **Employment:** • Finalise the preparation and placement of advertised positions • Finalise the appointment of interview panels and interview processes • Drafting of contracts of employment and ensure that they are signed. • Oversee the completion of annual Employment Agreements. • Manage personnel records for all SAHPRA employees. • Ensure that all staff members are aware of the Human Resources procedures, regulations and processes, and that employees have access to the SAHPRA policies. **HR Records:** • Supervise the maintenance of current and historical databases for personnel records. • Maintain all SAHPRA position job descriptions in a consistent format • Work with the Human Resources Manager and department supervisors to ensure that employees know and understand the duties and expectations of their jobs. **Performance management:** • Implement the staff evaluation process for 2020/21, receive and file evaluations from department managers and report to the Human Resources Manager. • Ensure that the HR staff maintain and follow Human Resources procedures, regulations and processes related to the function, rights and responsibilities of all employees. **Other HR administration:** • Attend to any problems relating to transitional support for new employees. • Finalise preparation of Verification of Employment letters as required. • Any other duties as may be assigned by the Human Resources Executive. **Reporting:** • Compile monthly employment reports for Human Resources Manager. • Ensure accurate and up to date data capturing and filing according to SAHPRA standards.

INSTRUCTIONS TO APPLICANTS: All applications must:

- Be made on Z83 forms (obtainable <http://www.dpsa.gov.za/dpsa2g/documents/forms/employ.pdf> or from any Government department).
- Be completed in full, clearly reflect the name of the position, name and date of the publication (candidates must use the **post reference numbers**), be signed, accompanied by a comprehensive CV, the names of 3 referees and recently certified copies of ID and qualification/s. Applications without the afore-mentioned 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 Qualification Authority (SAQA).
- A separate application form must be completed for each post. SAHPRA will not be liable where applicants use incorrect or no reference number on their applications.
- Applications must be submitted by email to recruitment@sahpra.org.za, including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**
- No late or faxed applications will be accepted. CV's will not be returned. Applications, which are received after the closing date, will not be considered.
- Further communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within 3 months of the closing date, please consider your application as unsuccessful.
- It will be expected of candidates to be available for selection interviews on a date, time and place as determined by SAHPRA.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records, citizenship status and previous employment.

SAHPRA is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated.

Enquiries: Ms S. Molepo, Tel: +27 71 605 1508. Email: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 27 February 2020 at 16H00