



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.

DEPUTY COMPANY SECRETARY
Ref No.: SAHPRA 011/2020

CENTRE: Pretoria

REQUIREMENTS: • Bachelor's Degree in law such as LLB or equivalent. • At least 6 years' experience in the legal secretariat role. • Comprehensive knowledge and understanding of Public Sector Legislation (specifically Finance Management Act and Treasury Regulations), Administrative Law; Law of Contract, Interpretation of Statutes and Civil Procedure. • Experience in team management. • Certification in governance will be advantageous.

Competencies/Skills: • Comprehensive understanding of King 3 recommendations. • Good understanding of business principles, practices and processes. • Strong report and minute writing skills. • Negotiation and presentation skills. • Emotional intelligence. • Organisational and administrative skills. • Public relations skills. • Good computer literacy and typing skills. • Good comprehension, analytical and interpretation skills. • Excellent interpersonal skills.

Duties: **Secretariat Support:** • Assist the Company Secretary in ensuring effective, proper and efficient support of board functioning and related committees. • Assist the Company Secretary to prepare meetings for the board related committees. • Handle referral of litigation cases to the legal office. **Institutional Governance Advisory and Compliance:** • Assist the Company Secretary to ensure the Authority prepares and submits annual reports in line with governance requirements. • Advise the Company Secretary on governance matters and latest developments in this regard. • Assist the Company Secretary with development, implementation and monitoring of compliance functions. • Assist the Company Secretary in ensuring that the board and committees comply with statutory obligations including terms of reference and Medicines Act. **Administrative Support:** • Provide administrative support to the referred litigation cases. • Ensure timeous scheduling and coordination of all board meetings and related committees. • Ensure accurate safekeeping of all discussions and resolutions records. • Collates and follows up on executive action items with the responsible executive.

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. SAHPRA reserves the right to fill or not to fill the vacant post/s.

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: 15 May 2020 at 16H00