



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.

**HEAD: BACKLOG CLEARANCE PROGRAMME**  
**Ref No.: SAHPRA 008/2020 (18 Months Contract)**

**CENTRE: Pretoria**

**REQUIREMENTS:** A Post graduate degree in Pharmaceuticals, Pharmacology, or other relevant science degree, complemented by a Project Management qualification. • At least 8-10 years' experience in health products regulation. • Knowledge of Medicines and Related Substances Act. • 5-7 years working experience in high pressure roles/ environment. • 5-7 years of project management experience including managing teams, developing and evaluating budgets, creating and implementing work plans, and monitoring both project and staff performance. • Strong analytical skills and Leadership skill with a proven track record of integrity and successful implementation of projects.

**NOTE: Applicants should be available to commence duty immediately.**

**DUTIES:**

- Ensure achievement of Backlog Clearance Program deliverables by 31 July 2021. •Develop, implement and monitor the Backlog Clearance Program project plan within the set timelines.
- Ensure appropriate operating, monitoring and reporting tools and systems are in place to support the Backlog Clearance Program (e.g., IT systems, etc.). •Identify and problem-solve obstructions in the project workflow and recommend and implement process improvements.
- Ensure robust tracking and reporting of program progress; ensure coordination and implementation of identified tasks / process improvements •Oversee recruitment, on-boarding, and training (including ongoing training) of Backlog Clearance Program staff. •Lead and manage Backlog Clearance Program team; ensure performance management measures are in place and achieved. •Communicate progress on key milestones and key updates to SAHPRA executive management and Board, as well as Industry. •In collaboration with other SAHPRA managers and team members, facilitate the integration of Backlog processes and personnel into BAU upon completion of the Backlog Clearance Program.

**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](mailto: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](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 10 April 2020 at 16H00.