



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.

CHIEF OPERATIONS OFFICER
Ref No.: SAHPRA 023/2020

CENTRE: Pretoria

REQUIREMENTS: • Master's qualification or relevant post-graduate business administration qualification preferred. • 12-15 years' experience with experience in Senior management level /in a complex, highly transactional multi-project environment. • A solid track record in operational and workflow optimisation. Health sector experience is an added advantage. Knowledge of digitisation and digital tools will be advantageous. Advanced understanding of business planning.

COMPETENCIES/SKILLS: • Leadership skills. • Project & programme management. • Excellent communicator with strong business acumen – both verbal & written. • Financial management. • Enterprise risk management. • Complexity management. • Systems thinking. • Strategy development and implementation. • Stakeholder relationship management. • Business development. • Ability to diagnose problems quickly and have foresight into potential issues. • People management. • Advanced MS office suite, including presentations, spreadsheets, etc.

DUTIES: **Driving Operational efficiency:** • Lead implementation of SAHPRA's digitisation strategy, and develop metrics to measuring efficacy of strategy and implementation plan. • Apply experience of complex organisations to drive process efficiencies that result in seamless operations between core business and support. • Establish and maintain a systems view of the business identifying its various workflows, systems, processes, constraints. • Establish a baseline of required systems, system inefficiencies and gaps as well as solutions for the short to medium term to optimise operational performance and value add to the relevant stakeholders. • Leads and drives timeous, effective and quality services from core functions of SAHPRA. • Establish mechanism to measure and evaluate business systems and process performance. • In collaboration with key support functions, identify and address shortcomings through development of functional systems and processes, including IT, HR, and finance systems. • Ensure the SAHPRA processes mandatory and legislative compliant. • Leads the development/acquisition and rollout of IT, Payroll, eCTD and other systems and manage progress, performance and various dimensions of risk to enable timeous mitigation of risk. • Supports Strategic Infrastructure establishment, review and maintenance. **Business Monitoring and Evaluation Reporting:** • Implement and Manage SAHPRA's management information system capturing appropriate critical performance metrics relevant to the business of SAHPRA. • Develop and implement relevant systems that bring efficiencies. • Refine and provide monthly M&E report templates to the core functions. • Analysing and interpreting data and metrics for informed, timeous decision making and risk mitigation. **Financial management, revenue and cost optimisation:** • Supports the budgeting, forecasting and monthly financial reporting in partnership with CFO. • Identify and implement operations

efficiencies that result in managed expenses and improved revenues. • Support the costing of SAHPRA services by CFO and CRO ensuring that the correct costing model is applied for the services rendered. **Performance Management:** • Works with the HR, CRO and CFO functions to establish and improve performance management systems and tools. • Ensure SAHPRA measure the relevant metrics and define these metrics. • Co-ordinates the establishment of an effective tools to instil performance management culture to EXCO and the entire business. **Governance & Risk Management:** • Ensure that business plan includes adequate planning for managing all dimensions' business risks. • Ensure implementation of and adherence to quality and regulatory practices and policies together with CRO. • Work with internal Audit to mitigate any non-compliance. • Collect, consolidate and prepare information for quarterly and annual reports and presentations of progress against targets and submit timeously to CEO and Board. • Leads business performance against strategic and operational targets reporting to all stakeholders. **Leadership and Management:** • Ensures the business unit is resourced with appropriate skills. • Manages human resources for optimal functioning. • Directs the deliverables of the unit.

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: 05 June 2020 at 16H00.