



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.

**EXECUTIVE MANAGER: HUMAN RESOURCES**  
**REF NO.: SAHPRA 024/2020 (5-YEAR CONTRACT)**

**CENTRE: Pretoria**

**REQUIREMENTS:** • A Master's degree qualification in Human Resources Management, Industrial Psychology or related Human Resource qualification. • Registration as Chartered Human Resources Practitioner with the South African Board for People Practice will be an advantage. • At least 10 years generalist experience in a human resources environment, including 5 years' in senior management.

**COMPETENCIES/SKILLS:** • Knowledge and understanding of the Public Finance Management Act and labour legislation, including proven experience in application thereof. • Knowledge of various recruitment and selection methods. • Knowledge and experience of using technology to drive effective recruitment interventions. • Basic financial skills (pension fund and medical aid administration). • Organisational awareness and understanding of structure. • Knowledge of MS Office. • Computer skills. • Objectivity. • Resilience. • Communication skills (verbal, written, negotiation, conflict management, presentation). • Interpersonal skills. • Assertiveness. Planning and organising skills • Ethical behaviour. • Customer service. • Team management.

**DUTIES: Strategic Human Resource Management:** • Develops and implements SAHPRA's Human Resource Strategy in support of the SAHPRA organisational strategy. • Review the annual business strategy and develop an HR strategy that supports the achievement of the business strategy and associated KPIs. • Manages strategic implementation of organisational development activities, workplace productivity and management, and employee working styles, through research, design, development and facilitation of OD interventions to optimise the alignment of the workforce and key business strategies and initiatives. **Business Partnering and Advisory:** • Provide HR leadership, guidance and advise to the core functions of the business. • Develop and implement a platform for sound and effective employee relations. • Monitors and manages the application of labour relations policies and procedures. • Ensure compliance with legislation and the speedy and effective handling of all labour matters. • Represent the organisation in CCMA cases to ensure the fair and consistent application of discipline in terms of company procedures and legislation. • Advises the SAHPRA on collective bargaining and dispute resolution processes to ensure a stable and

conflict free labour relations environment. • Ensure overall business compliances with the human resources legislation framework, policies and sound human resources practices.

**Talent Sourcing, Management and Development:** • Develop and implement a progressive and optimised learning and development strategy. • Ensure that effective and efficient recruitment, selection, appointment and retention strategies are in place in line with the HR strategy. • Develops and manages a succession planning process for the SAHPRA that manages staff development and career progression in terms of identified career paths and the specific needs of the organisation. • Management of resources deployment across the business. • Manages the implementation of an effective exit management process and system to ensure all properties and monies due to the SAHPRA are retrieved and to provide important information relevant to the SAHPRA's retention strategy.

**HR Systems Administration and Business Support Services:** • Manages the administration of employment benefits and rewards. • Reviews, develops, negotiates, implements and monitors remuneration and conditions of employment policies and procedures in line with legislation and the specific needs of the organisation and relevant stakeholders. • Manages the administration of retirement fund benefits and processes to ensure compliance to the rules of the fund/s. • Manages the administration of medical aid benefits and the performance of service providers to ensure the provision of cost-effective medical aid benefits and services to employees. • Manages the implementation of HR policies and procedures with all organisational staff.

**Organisational Design and Development:** • Ensure the management of organisational development and job evaluation support services • Manages the development of job descriptions, and ensure that grading of positions are in line with the organisational development prescripts. • Drive change management within the business and implement interventions to manage change. • Reviews, develops and implements suitable electronic and manual HR record systems to ensure the cost-effective maintenance of accurate and up to date records. • Mentors and manages employees reporting to this job, to ensure they have the skills required by the organisation and can achieve their performance objectives.

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

**CLOSING DATE:** 05 June 2020 at 16H00.