



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.

PROJECT MANAGER
Ref No.: SAHPRA 019/2020 (24 MONTHS CONTRACT)

CENTRE: Pretoria

REQUIREMENTS: • A 3-year degree in Business Management or Project management or equivalent. • Certification in project management. • At least 6 years' experience in the project management role. • Experience in strategic planning, risk management and/or change management. • Proficiency in project management software tools. • Sound knowledge and understanding of the principle of projects management enabling utilisation of the methodology to manage projects or manage by project management principles.

COMPETENCIES/SKILLS: • Interpersonal skills. • Liaison. • Administrative. • problem solving. • Decision making. • Conflict resolution. • Time management. • Emotional intelligence. • Deadline driven.

DUTIES: **Unit Program Planning:** • Facilitate the definition of program scope, goals and deliverables, budget, targets, key performance indicators and ensure that the planning is realistic (Measurable, Reportable & Verifiable), both in terms of budget and implementation. • Develop a project plan and defines project tasks, schedule of project timelines and resource requirements. • Ensure a comprehensive budget is prepared, reflecting the plan and all resource needs. • Ensure non-people resources are identified (e.g. tools, logistical costs, legal fees) so that the project budget will be accurate and remain affordable. **Project Monitoring:** • Develop and manage a project monitoring tool to track project deliverables and resources. • Develop quality measurement standards and assure quality throughout the project deliverables. • Develop systems for performance information collection to ensure accurate reporting of data. • Ensure efficient project management procedures are implemented to enable monitoring of projects and accurate reporting of progress. • Support the collection and accurate reporting of impact data related to the project. • Evaluate and assess result of project. **Execution and Control:** • Manage the project(s) time, cost and quality activities, in line with the approved project framework. • Ensure that performance information is aligned to the revenue generated. • Produce reports in line with the governance requirements. • Ensure application of thorough risk and issue management across the project(s), instigate mitigation actions, identify contingency plans and manage items through to conclusion. • Ensure effective communication to the project teams, internal stakeholders. • Manage proposed changes to project parameters – e.g. scope, budget, schedules. • Conduct project meetings and attend

other programme's meetings where required. **Stakeholder and Team Management:** • Promote and maintain effective partnership with relevant stakeholders to ensure effective implementation of the project. • Guide and lead the project team to achieve specific goals, objectives and Key Performance Indicators (KPIs) of the project. • Ensure that work is appropriately delegated and staff members are empowered to carry out tasks independently where appropriate to their skills and capacity. • Direct and motivate the project team(s) to achieve the desired results, where necessary using matrix management, and ensure effective communication is maintained throughout the project. • Ensure effective management of third party suppliers to the project.

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: 25 May 2020 at 16H00