



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.

**SUPERVISOR: FACILITIES MANAGEMENT**  
**Ref No.: SAHPRA 030/2020**

**CENTRE: Pretoria**

**REQUIREMENTS:** • Undergraduate qualification (NQF level 6/7) in Occupational Health and Safety Management/ Safety Management/ Security Management or equivalent qualification as recognised by SAQA. • At least 3-5 years' experience in Occupational Health and Safety/ Security Management in a corporate/ office environment. • Certificate in SAMTRAC will be an added advantage.

**COMPETENCIES/SKILLS:** • Occupational Health and Safety Legislation and other related matters. • Good communication skills. • Good interpersonal relations, Integrity and honesty, Report writing, Independent worker, Team worker. • A valid driver's licence. • Willingness to travel and work irregular hours.

**DUTIES: Planning of new and existing accommodation requirements:** • Facilitate the project scope, goals and deliverables with the Facilities Manager. • Define project tasks and resource requirements. • Track project deliverables and progress of projects. • Provide direction and support to project team. • Quality assurance. • Constantly monitor and report on progress of the project to all stakeholders. • Present reports defining project progress, problems and solutions • Implement and manage project changes and interventions to achieve project outputs. **Building Management – Maintenance:** • Schedule the building activities in logical steps and within budget in order to meet deadlines. • Ensure building maintenance on air-conditioning, electrical, soft services, generators, plumbing and security systems such as access control and CCTV. • Inspect and review Facilities Management projects to monitor compliance with building and safety codes, and other regulations. • Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing SAHPRA. • Ensure quality control on all building work. • Take actions to deal with the results of delays, bad weather, or emergencies at construction/ renovation sites. • Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems. • Plan, organize, and direct

activities concerned with the construction and maintenance of structures, facilities, and systems. • Ensure compliance to fire detection and prevention systems. • Investigate and manage risks. • Manage parking. • Insure OHS and security induction to all contractors. • Manage all external service provider contracts relating to building infrastructure maintenance. • Manage keys and key control of all building doors and all lockable furniture items. • Manage chairs and furniture repairs. • Report furniture needs to the Facilities Manager. • Report OHS and Security challenges to the Facilities Manager. • Ensure security compliance by security service provider. • Coordinate OHS evacuation drills. • Facilitate the induction of section 16 (1) and (2) appointees, health and safety reps, first aiders, etc. • Advise and coach line managers and staff on the interpretation, application and implementation of Health and Safety policies/procedures/ processes/systems • Coordinate appointment and training of First aiders, fire marshals, OHS reps and evacuation wardens. • Arrange First Aid boxes from suppliers and allocate to First Aiders. • Attend various management meetings and provide health and safety inputs. • Conduct building and facility inspections for Health and Safety Compliance. • Keep abreast of developments within the health and safety discipline and its implications for SAHPRA. • Perform secretariat duties of Health and Safety Committees. • Report OHS incidents to the Facilities Manager. • Assist the unit with housekeeping, cleaning and hygiene services.

**Security Management and Intimidation and threats:** • Assists with security audits. Conduct security risk assessments. • Provides training needs to the security service provider. • Assists with the preparation and training of all internal and external security audits. • Compiles, implements and manages the technical and physical security proposals. • Manages and maintains all technical and physical security systems. • Assists with security investigations. • Assists with security projects implementation. • Attends to customer complaints. • Attends to security incidents as and when required. • Identifies, reports and eliminates security risks where identified. • Conducts day and night security surveys where required. • Assists with security functions and events. • Identifies security risks and eliminates them within the SAHPRA framework. • Provide support on any intimidation and threats reported. • Reporting to the Facilities Manager. **Space planning:** • Analyses space utilization effectiveness and changing demands for space needs. • Identifies and resolves facility utilization conflicts between departments. • Report space planning needs to the Facilities Manager. **Stakeholder relation:** • Liaise with clients on all levels to determine their needs. • Assess the impact of their requirements on existing accommodation SLA's. • Communicate building maintenance and repairs plans to clients. • Develop reports and systems to effectively manage the stakeholder relations. • Communication to clients on building maintenance progress. • Engage with landlord and identify roles and responsibilities of landlord and SAHPRA. **Budget Management:** • Provide input on operational and capex budget. • Provide input to the construction project costs. • Adhere to financial principals. • Adhere to SCM policies and procedures. • Manage payments to suppliers. **Contract Management:** • Manage all Facilities Management service contracts and reports to Facilities Manager. • Manage contracts within timelines. • Manage and quality control of accommodation contracts. • Implement and communicate all Service Level Agreements. • Manage the building lease agreement and ensure engage with landlord. • Report non-compliance of contracts to Facilities Manager. **Fixed Assets:** • Keep the asset register up dated at all times. • Ensuring all fixed assets transactions are correctly updated timeously. • Monthly updating processes of the fixed asset register.

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

**CLOSING DATE:** 20 July 2020 at 16H00.