



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.

**RISK AND INTERNAL AUDIT MANAGER (5-year Contract)**  
**Ref No.: SAHPRA 037/2020**

**CENTRE: Pretoria**

**REQUIREMENTS:** • B-Com (Internal Auditing or Financial Accounting). • 8 years' experience in Audit and/or Risk Management. • 3 years' experience in a management role. • Certified internal Auditor. • A member of the Institute of Internal Auditors.

**COMPETENCIES/SKILLS:** • Detailed knowledge and experience of risk assessment and management and internal control. • Detailed knowledge and experience with auditing and reporting procedures. • Detailed knowledge of good corporate governance concepts and practices. • Detailed knowledge and application of the institute of Internal Auditors (IIA) code of ethics. • Detailed knowledge of The Public Finance Management Act (PFMA). • Adequate exposure to anti-fraud strategies and technique. • Knowledge of Firewalls, Data Loss Prevention and the understanding of various other systems. • Advanced Excel and knowledge working on Pastel. • Good communication and presentation skills. • Research and report writing skills. • Financial, project and risk management experience. • Planning and organising skills. • Performance measurement skills. • Knowledge of MS Office.

**DUTIES: Strategy Development and Implementation:** • Develops a risk management strategy, policy, and mitigation/implementation plan, ensuring that all identified risk factors are accounted for, by: \* Identifying, assessing and evaluating risks to enable the execution of the enterprise risk management strategy; \* Developing a risk awareness program, conducting risk training, promoting a risk-aware culture, to encourage all staff to contribute to the risk management process. • Develops, monitors and controls the annual internal audit plan and related budget, ensuring that internal audit plans are aligned to the enterprise wide risk management plan, and synchronising internal and external audit activities by: \* Developing and implementing policies and procedures for effective functioning of Internal Audit; \* Coordinating and managing the activities of outsourced internal audit staff; \* Developing and implementing fraud prevention plans and reporting to the Senior Management and the Board on their effectiveness; \* Acting as secretariat of the SAHPRA Management Risk Committee and developing its terms of reference. **Risk and Compliance Management:** • Assists in the management of risks by: \* Assisting management to identify risks and develop the risk register; \* Regularly appraising and reporting on the effectiveness of the risk management function; \* Assessing and recommending risk tools and methods for capturing/reporting on risk; \* Facilitating independent risk assessments to ensure efficient and effective functioning; \* Convening quarterly Operational Risk Committee meetings; \* Identifying legal, regulatory and

contractual requirements and organisational policies and standards related to information systems to determine their potential impact on business objectives; \* Facilitating and assisting in the development of IT and general departmental disaster recovery plans; and reviewing these annually. **Reporting:** • Reports quarterly (to the Executive Committee and Risk, Audit and Governance Committee) on the functioning and performance of the risk management and internal audit functions. • Monitoring and controlling audit projects and ongoing risk mitigation, so that professional standards are maintained. • Collecting and validating data that measure key risk indicators (KRIs), to assist in decision making. • Identifying and reporting on risk and compliance, to initiate corrective action and meet business and regulatory requirements. **People and Knowledge Management:** • Builds risk awareness, by: \* Providing staff, management and Board risk training; ensuring that business heads understand the risks to their departments, and that individuals understand their own accountability for risks; \* Maintaining policy review schedules for audit and risk, and submitting it to the Board for approval; \* Keeping personally abreast of developments in internal audit and risk management, to continuously improve service to the organisation in these areas.

**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), clearly reflecting the name of the position and the **post reference number**, 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:** 18 September 2020 at 16H00.