



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.

**HR BUSINESS PARTNER (TRAINING)**  
**Ref No.: SAHPRA 053/2020**

**CENTRE: Pretoria**

**REQUIREMENTS:** \* Bachelor's degree in Human Resources Management/ Industrial Psychology or related field. \* Post-graduate qualification in HR Management will be an advantage.

**Experience:** \* 5 years' experience in a HR Generalist role or similar. \*Exposure to Core HR processes, e.g. Talent Management, Training & Development, Employee Relations, Compensation & Benefits, Recruitment/Resourcing, Performance management. \*Experience in the implementation of people strategies.

**COMPETENCIES/SKILLS:** \* Knowledge and understanding of the Public Finance Management Act and labour legislation, including proven experience in application thereof. \* Ability to work under stress and to meet tight deadlines. \* Analytical and problem-solving skills. \* Ability to work independently without guidance, and in a team. \* Resilience and ethical behaviour. \* Communication skills (verbal, written, negotiation, conflict management, presentation). \* Interpersonal skills. \* Customer service. \* Planning and organising skills.

**DUTIES:**

- **Business Partnering and HR Advisory:** \* Advise, coach and provide tactical support to line managers and staff on end to end HR function, processes and practices , including: Employee relations, Performance management, Recruitment and Selection, Job evaluation, On-boarding, Remuneration and benefits, Training and development, Employee wellness. \* Supporting Line Managers in forecasting and planning their talent pipeline requirements in line with the business strategy. \* Guide the Job profiling and Evaluation processes to ensure internal equity and fairness. \* Serving as the conscience of the organisation on matters pertaining to Employee Relations and/or Industrial Relations by ensuring all employee HR queries are dealt with accurately and without delay. \* Establish and maintain effective win-win working relationships with managers, employees and their representatives through an environment that fosters communication and co-operation.
- **Coordination of HR Services and Talent Management:** \* Inputs in the development/review of and facilitation of new employees on-boarding programme.  
Recruitment: \* Facilitate the recruitment process from end-to-end in collaboration with

business unit heads and managers to ensure attraction of competent and skilled talent, including drafting and publishing of adverts. **Performance Management:** \*Support the implementation of performance management at operational level by tracking and driving progress and providing feedback on actions throughout the performance management cycle. \* Coordinating the Performance moderation committees and collating final decisions for executive approval. \* Managing performance feedback and developing employees' skills and encouraging personal growth. **Training and Development:** \*Liase with the relevant SETA (HWSETA) in the development and submission of SAHPRA's workplace skills plan and related reporting. \* Monitors SAHPRA's compliance with HWSETA and optimises opportunities for relevant benefits (e.g. Grants and available training). \* Ensure the implementation of Training and Development and Skills development initiatives to embed a learning culture and build SAHPRA's Talent Pipeline. \* Manages external service provider's SLAs in relation to HR service provision.

- **HR Governance and Reporting:** \* Ensure compliance with relevant HR legislation by researching and interpreting HR compliance requirements included in statutes, policy frameworks and guidelines. \* Facilitating the development and monitoring the functioning of Employment Equity and Skills Development Committees, plans and reporting as legislated. \* Management of HR biographic, financial and performance information to ensure it is readily available for HR Audits, monthly, quarterly and annual reporting. \* Provide assistance on the processes of maintaining records and procedures for controlling personnel transactions and reporting personnel data. \* Development and review of HR Processes and related templates in alignment with approved HR policies.
- **Employee Wellness and Engagement:** \* Manages and supports the employee wellness service provision through the wellness calendar and employee engagement initiatives (e.g. wellness days). \* Quality assures wellness interventions through analysing utilisation reports and providing feedback to the services provider. \* Reports on SAHPRA employee wellness trends, patterns and general health risks. \* Coordinates employee engagement platforms (e.g. Employee Survey project), events and communication in conjunction with the communications unit.

#### **INSTRUCTIONS TO APPLICANTS:** All applications must:

- Be submitted with a covering letter clearly reflecting the **name of the position and 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 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 applications will be accepted. CVs will not be returned. Applications, which are received after the closing date and time, 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:** Email: [corlette.mamabolo@sahpra.org.za](mailto:corlette.mamabolo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 18 December 2020 at 16H00.