



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.

CONTENT MANAGER
Ref No.: SAHPRA 006/2021
CENTRE: Pretoria

REQUIREMENTS: • Grade 12 plus a relevant B-degree (NQF Level 7). • 6 years relevant working experience.

Competencies/Skills: • Working knowledge of website management tools. • Strong troubleshooting and analytical abilities. • Excellent communication and teamwork skills. • Ability to generate creative ideas. • Attention to detail and outstanding organisational skills. • Understanding of search engine optimisation principles. • Excellent content development and copy writing skills. • Adaptable and willing to learn new techniques / open to new ideas. • Excellent communication skills. • Valid driver's license

Duties: **Content development:** Establishes the strategy of the content management function by: • Co-determining, with the Manager: Communications and Public Relations, the vision and mission of the function, ensuring that it contributes to the accomplishment of the strategic goals of the organisation. • Proposing, compiling, and maintaining content development guidelines and processes. • Providing guidance on the writing of speeches, position papers, fact sheets, Web content, and questions and answers. • Establishing and maintaining a centralised strategic content database. **Content management:** Leads and directs the organisation in the process of delivering the content management function by: • Establishing and ensuring compliance with content procurement policies and procedures. • Establishing mechanisms for departmental quality improvement in content management. • Encouraging continuous improvement by recommending ongoing training interventions for staff. Coordinating, compiling, and disseminating periodic reports on the function's outputs. **Strategic messaging and document development:** Develop a stock of strategic documents by: • Managing the updating, storage, and dissemination of strategic documents (position papers, fact sheets, parliamentary questions and answers, etc). Provides guidance and assistance in the development of content by: • Drafting and compiling position papers, fact sheets and question and answer sheets as required. • Drafting items for publication on the SAHPRA web site. • Drafting articles, thought leadership items, media releases, etc. for members of the senior leadership team. • Providing, coordinating, and managing language editing services for the organisation. • Proposing and managing the compilation of guidelines and/or processes for carrying out

content development activities. **Customer relations:** Maintains sound customer relations by: • Conducting/commissioning regular satisfaction surveys and implementing remedial strategies where necessary. **Staff:** Supports departmental strategies, goals, and policies, by: • Participating in the management and leadership activities of the department. • Providing guidance, correction, and coaching to enhance the performance and productivity of departmental staff members.

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, 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: matshepo.mokotong@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 26 March 2021 at 16H00.