



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: BUSINESS PROCESS OPTIMISATION X2

Ref No.: SAHPRA 014/2021

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 and/or financial management role. Experience in strategic planning, risk management and/or change management. Sound knowledge and understanding of the principles of project management, enabling utilization of project management methodology and principles. Experience in working in an organization with an ISO quality Management system. Experience with Change management projects would be advantageous.

KNOWLEDGE AND SKILLS: * Comprehensive knowledge and understanding of relevant legislation, protocols, standard operating procedures and work instructions. * Preparation and management of strategic plans, business plans and budgeting. * Performance measurement skills. * Self-motivated and able to work independently. * Ability to manage a variety of cross-functional team members. * Competent in problem solving and team building. * Information evaluation. * Financial management. * Decision making. * Objectivity. * Resilience. * Communication skills (verbal, written, negotiation, conflict management, presentation). * Interpersonal skills. * Assertiveness. * Ethical behaviour. * Customer service. * Planning and organising skills. * Team management.

DUTIES: Reviewing and consolidating performance information and financial reporting requirements. **Planning:** * Develop a project plan and defines project tasks, schedule of project timelines and resource requirements. **Project monitoring:** * Overlook and manage the overall application process to ensure that all the deliverables are tracked * 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. **Execution and Control:** * Ensure that performance information is aligned to the revenue generated. * Develop tracking spreadsheet, dashboards and other project tools as necessary to monitor overall performance, progress and reporting. * 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 conclusions. * Conduct project meetings and attend other programme's meetings where required. * Provide status reporting regarding applications progress, revenue and quarterly report. **Stakeholder and Team Management:** * Serve as a point for all communication concerning applications to ensure overall client satisfaction. * 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

effective management of third-party suppliers to the project.

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 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: Email: Ms. M. Mokotong, Email: matshepomokotong@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 14 May 2021 at 16H00.