



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.

SAHPRA Board Secretary
SMS: Level 13
Ref No.: SAHPRA 009/2022
CENTRE: Pretoria

BRIEF DESCRIPTION OF THE ROLE

The SAHPRA board secretary is accountable to the SAHPRA board and SAHPRA CEO. The candidate provides support and guidance to the board on matters of their fiduciary duties. This role in the authority, includes the management of the corporate governance framework, assessment of the implementation thereof and oversight of legal risk of the Authority.

REQUIREMENTS:

- An LLB, with at least eight to ten (8 -10) year's relevant experience in board secretary or similar role in a public entity or a registered company
- Knowledge of laws and codes applicable to SAHPRA or similar institutions
- Experience in dealing with executive management and Board
- CIS qualification is advantageous

KNOWLEDGE AND SKILLS:

- Comprehensive knowledge and understanding Public Sector Legislation (Specifically Finance Management Act and Treasury Regulations), Administrative Law, Law of Contract, Interpretation of Statutes and Civil Procedure
- Comprehensive understanding of King 4 recommendations
- Good understanding of business principles, practices, and processes
- Strong report and minute writing skills
- Excellent command of at least two official language of which one must be English
- Emotional intelligence.
- Organisational and administrative skills
- Public relations skills
- Good computer literacy and typing skills
- Good comprehension, analytical and interpretation skills
- Excellent interpersonal skills.

DUTIES:

- Ensure that procedure for the appointments of directors are adhered to
- Manage the orientation of new Board members
- Advise and guide Board members on their fiduciary duties and responsibilities

- Assist in the implementation of evaluation of Board members effectiveness on an annual basis
- Identify unhindered access to inform by all Board and Committee members to allow for the effective contribution to Board and Committee discussions and decisions by all members
- Contribute to the compilation of the Annual Report
- Identify and evaluate new corporate governance developments to assess the impact of such and advise Board and Management of their implications
- Ensure that all members are aware of legislative and regulatory requirements relevant to the Board and Committees on which they service
- Ensure that all matters are raised that warrant the attention of the Board
- Provide support to Executives daily on issues of governance and compliance
- Maintain Delegated Powers of Authority
- Perform the role of designated Information Officer in terms of PAIA
- Maintain compliance Registered and records of the Authority
- Ensure Board and Board Committee meetings minutes are recorded accurately captured and tabled as per the applicable charter
- Develop the Board Annual Work Plans
- Provide advice on meetings procedures
- Ensure the Annual Calendar is efficiently planned to avoid clashes, facilitate decision-making in terms of PFMA reporting frameworks, for all members and Executive within the entity
- Prepare and issue notices of meetings timeously
- Ensure that the information Board packs is adequate and that it is distributed in terms of the applicable charter
- Coordinate the submission of reports to the Board, Board Committee and EXCO
- Design and implement programmes and interventions to ensure the continuous improvement of Secretariat Business processes and systems in line with industry best practice

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

CLOSING DATE: 09 March 2022 at 16H00.