



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.

PROGRAMME MANAGER: BACKLOG CLEARANCE PROJECT

Ref No.: SAHPRA 016/2022

(Fixed Term Contract Until 31 December 2022)

SMS LEVEL 14

CENTRE: Pretoria

REQUIREMENTS:

- Appropriate 4-year Bachelor of Pharmacy Degree or BSc in a Biological Science or equivalent
- Registration with SAPC or HPCSA
- A Post graduate degree in Pharmaceuticals, Pharmacology, or other relevant science degree, complemented by a Project Management qualification
- At least 8- 10 years' experience in health products regulation
- Proven 5-7 years working experience in high pressure roles/ environment
- 5-7 years of project management experience including managing teams, developing and evaluating budgets, creating and implementing work plans, and monitoring both project and staff performance
- Knowledge of Medicines and Related Substances Act and health products regulation
- Proven knowledge of project management, including managing teams, developing and evaluating budgets, creating and implementing work plans, and monitoring both project and staff performance

SKILLS:

- Strong analytical skills and leadership skill with a proven track record of integrity and successful implementation of projects
- Display exceptional stakeholder management capabilities
- Ability to communicate fluently in English with both written and verbal communication
- Defines and prioritizes goals, thereby achieving business objectives
- Good decision-making ability
- Critical thinking and problem-solving skills
- Planning and coordination skills
- Ability to manage conflict
- Ability to tolerate stress

DUTIES:

- Ensure achievement of Backlog Clearance Project deliverables by set deadline
- Develop, implement, and monitor the Backlog Clearance Program project plan within the set timelines.
- Ensure appropriate operating, monitoring, and reporting tools and systems are in place to support the Backlog Clearance Project (e.g., IT systems, etc.).
- Identify and problem-solve obstructions in the project workflow and recommend and implement process improvements
- Ensure robust tracking and reporting of project progress; ensure coordination and implementation of identified tasks / process improvements
- Oversee recruitment, on-boarding, and training (including ongoing training) of Backlog Clearance Project staff
- Lead and manage Backlog Clearance Project team; ensure performance management measures are in place and achieved
- Communicate progress on key milestones and key updates to SAHPRA executive management and Board, as well as Industry
- In collaboration with other SAHPRA managers and team members, facilitate the integration of Backlog processes and personnel into BAU upon completion of the Backlog Clearance Project.
- Manage funder grants responsibly and effectively.
- In collaboration with the SAHPRA CFO, report on Backlog Clearance project funding to the relevant funders, as well as SAHPRA EXCO and Board.
- Regular reporting to funder regarding the progress within the Backlog Clearance 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: matshepo.mokotong@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 21 March 2022 at 16H00.