



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.

**RECRUITMENT SPECIALIST X 2 (6 MONTHS SHORT-TERM CONTRACT UNTIL 28 FEBRUARY 2023)**

**DPSA Equivalent NON OSD: TCE SR LEVEL 08 (+ in leu of 37% benefits)**

**Ref No: SAHPRA 045/2022**

**CENTRE: Pretoria**

**Be available to start immediately!!**

**REQUIREMENTS:**

- Appropriate 3-year qualification/ degree in Human Resources or equivalent
- At least 4 years recruitment and selection experience
- Knowledge of and experience with relevant legislation, and best practices of Talent sourcing

**COMPETENCIES/ SKILLS AND ATTRIBUTES REQUIRED:**

- Comfort working with computer software packages
- Communication skills (verbal, written, negotiation, conflict management, presentation). Ability to work precisely and efficiently
- Able to work under pressure
- Able to remain self-motivated with the ability to work independently
- Ability to prioritize and displays excellent time management skills
- Attention to detail
- Assertiveness
- Planning and organizing skills

**DUTIES:**

- Partnering with unit/hiring managers to determine recruitment plan on approved positions
- Approving Requisition forms and preparing Adverts
- Capturing applications and Screening CV's Performing in-person and phone interviews with candidates
- Administering appropriate pre-employment assessments
- Performing reference and background checks
- Coordinating and conduct interviews
- Generates interview reports reflecting panel decisions
- Updating the recruitment plan
- Ensuring necessary on-boarding documents are completed
- Maintaining relationships with both internal and external clients
- Staying current with the SAHPRA's structure regarding employment practices
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees

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

**CLOSING DATE: 10 August 2022 at 16H00**