



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 14/E1**  
**Ref No.: SAHPRA 060/2022**  
**CENTRE: Pretoria**

**BRIEF DESCRIPTION OF THE ROLE**

The SAHPRA board secretary is accountable to the SAHPRA board. The incumbent will provide support and guidance to the board on their fiduciary duties. The role includes management of the corporate governance framework, monitoring the implementation thereof and oversight of legal risk of the Authority.

**REQUIREMENTS:**

- An LLB, with at least eight to ten (8 -10) years' experience in Board Secretary or Company Secretary 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
- Experience in managing a team/staff members
- A Chartered Institute of Administrators and Secretaries qualification is advantageous

**COMPETENCIES:**

- 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
- Experience in managing teams/staff members
- Strong attention to detail
- Good computer literacy and typing skills
- Strong report and minute writing skills
- Organizational and administrative skills
- Emotional intelligence and resilience.
- Good comprehension, analytical and interpretation skills
- Excellent interpersonal skills
- Team/Staff Management

**DUTIES:**

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

- Develop the Board Annual Work Plans
- 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
- Coordinate the submission of reports to the Board, Board Committee and EXCO
- Ensure Board and Board Committee meetings minutes are recorded accurately captured and tabled as per the applicable charter
- Ensure that the information Board packs is adequate and that it is distributed in terms of the applicable charter
- Assist in the implementation of evaluation of Board members effectiveness on an annual basis
- Design and implement programmes and interventions to ensure the continuous improvement of Secretariat Business processes and systems in line with industry best practice
- Ensure unhindered access to information by all Board and Committee members to facilitate meaningful and effective contributions to Board and Committee discussions and decisions
- 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 and facilitate effective communication and support between the Board and Executive Management.
- Maintain Delegated Powers of Authority
- Perform the role of designated Information Officer in terms of PAIA
- Maintain compliance Registered and records of the Authority
- Implementation of sound controls, reporting and statutory compliance systems and mechanisms for the Authority.
- Effective liaison with and communicating with all stakeholders.

**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 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: 04 November 2022 at 16H00.**