



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.

HUMAN RESOURCES MANAGER – 6 MONTHS CONTRACT

HUMAN RESOURCES UNIT

Ref No.: SAHPRA 066/2022

SALARY LEVEL: 13

CENTRE: PRETORIA

Be available to start immediately.

REQUIREMENTS: * A Postgraduate Degree in Human Resources Management or equivalent, at least Eight (8) years' experience as an HR Generalist in a human resources environment with expertise in implementation of the Labour Relations Act section 197-, and 5-years management experience. * Registration with the SABPP will be an added advantage.

COMPETENCIES / ATTRIBUTES REQUIRED: * Knowledge and understanding of the Public Finance Management Act and labour legislation, including proven experience in application thereof. * Demonstrable knowledge and experience in implementation of the Labour Relations Act section 197 * A good interpersonal skill at all levels in the organisation (with superiors, peers, and subordinates in any). * Experience with working with organized labour * Leadership and people management skills. * Ability to work under stress and to meet tight deadlines. * Adequate knowledge of SAHPRA governance systems both internally and externally. * Analytical and problem-solving skills. * Verbal and written communication skills. * Conceptual thinking skills. * Ability to work independently without guidance, and in a team. * Knowledge of various recruitment and selection methods. * Knowledge and experience of using technology to drive effective recruitment interventions. * Basic financial skills (pension fund and medical aid administration). * Organisational awareness and understanding of structure. * Knowledge of MS Office. * Computer skills. * Objectivity. * Resilience. * Communication skills (verbal, written, negotiation, conflict management, presentation). * Interpersonal skills. * Assertiveness. * Ethical behaviour. * Customer service. * Planning and organizing skills. * Team management.

DUTIES:

HR REPORTING AND GOVERNANCE:

- To ensure compliance, good governance, and HR best practices by designing and implementing HR policies, processes, systems, guidelines, and audits to support the implementation of the section 197 transfer

- Support the HT executive in Building the culture of high performance and accountability by creating internal communication platforms to ensure broadened understanding and adherence to HR processes.
- Development of HR Metrics and ensure appropriate benchmarking exercises for continuous improvement of SAHPRA's HR Remuneration process and practices.

IMPLEMENTATION OF PLACEMENT OF STAFF AS PER LRA SECTION 197

- Finalization of placement of staff and review of Employment contracts of transferred staff. Conduct a gap analysis of the placement process and develop a plan to address the gaps
- Conduct analysis of issues that non-admin staff raise as concerns with their contract and develop a plan to correct these issues in consultation with the HR executive

REVIEW OF SAHPRA SALARIES

- Review the SAHPRA Salary structure and make recommendation where gaps are identified.

MANAGEMENT OF HR SERVICE PROVISION AND BUSINESS PARTNERING:

- Employee Compensation and Benefits: Facilitates salary benchmarking exercises and salary surveys to ensure that SAHPRA's compensation strategy competitive and market related. Ensure administration of employee benefits is fair and equitable.
- Support the HR office in developing a system for safeguarding of employee information and records to ensure accurate management information reporting, trend analysis

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: 16 December 2022 at 16H00.