



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.

**MANAGER: Business Planning and Performance Monitoring**

**Salary: SMS Level 13 (R1 073 187)**

**Ref No.: SAHPRA 005/2023**

**CENTRE: Pretoria**

**REQUIREMENTS:** B. Comm or Business Administration Degree or equivalent as a minimum. A Post graduate qualification will be advantageous. Business Analyst certification or Project Management certification will be advantageous.

**Experience:** Minimum of 3 years' experience in business performance monitoring and evaluation at a managerial level.

**CORE COMPETENCIES AND TECHNICAL PROFICIENCIES:** \*Analytical skills: The ability to analyze situations and to arrive at the best possible solution. \*Facilitation skills: The ability to facilitate events and interventions to achieve the best possible results. \*Interpersonal: The ability to interact with people at all levels in the organization. \*Problem solving: The ability to apply the principles of problem-solving techniques to identify and resolve a problem in the best interest of all stakeholders. \*Negotiation skills: The ability to negotiate with role players and arrive at a win-win situation in the best interest of the organisation and the negotiating party. \*Time Management skills: The ability to manage time effectively and efficiently in accordance with work priorities to ensure qualitative outcomes. \*Communication skills: The ability to communicate effectively and efficiently at all levels in the organization. \*Presentation skills: The ability to conduct presentations at all levels in the organisation with and without presentation aids. \*Reporting skills: The ability to accurately give an account of information pertaining to the performance of outputs. \*Management: The ability to plan, organize, lead and control in the work environment to achieve the business objectives. \*Organizing: To apply or impose efficient working methods in order to work effectively or make somebody else work effectively.

**DUTIES: Strategic Business Planning** \*Development of the Strategic Plan document and Annual Performance Plan document for the entity. \*Conduct workshops to obtain inputs to the Operational Plan documents with all business units. \*Supports the development of business unit's operational plan documents to ensure objectives are realistic and measurable. \*Ensure alignment of business units' deliverables with SAHPRA's strategic goals.

**Performance Monitoring** \*Design and implement/improve performance monitoring guidelines, templates and processes. \*Gather and evaluate performance information monthly, quarterly and annually from the business units and provide analytics insights to the relevant Executives through management dashboards & reports. Specifically focus on deviations and corrective action plans to course-correct to achieve performance targets\*Coordinate monitoring and evaluation of performance against the business unit's operational plans. \*Ensure accurate response to audit queries on business performance before they become findings. \*Identify, manage and coordinate the implementation of knowledge systems, tools and initiatives to improve business monitoring and evaluation. \*Collection and verification of performance evidence as necessary.

**Business Performance Reporting** \*Compile business performance reports as guided by legislation (National Department of Health and Department of Planning, Monitoring and Evaluation). \* Collate information from business units, synthesise and ensure the completion of quarterly and annual reporting. \*Prepare and update the annual performance report for presenting to the parliamentary Portfolio Committee. \*Develop and review performance reporting templates to ensure legislative compliance. \*Provide business plan performance data for the quarterly and annual report.

**Stakeholder Management** \*Collaborate with internal and external stakeholders to ensure that SAHPRA's performance information is provided timeously and within the guidelines of National Treasury, Department of Planning, Monitoring and Evaluation, National Department Health and the Board. \*Support and serve on internal and external committees, task forces, and working groups related to business performance monitoring and evaluation within the public sector. \* Collaborate with Project teams to collate project performance reports in accordance with Grant/Donor reporting requirements.

**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 and email addresses of 3 referees and recently certified copies of ID, required qualification/s (matric included) and driver's licence where applicable.
- Applications without the aforementioned documents/information 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. CVs 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: 27 February 2023 at 16H00.**