



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

Ref No.: SAHPRA 016/2023

SALARY LEVEL: 13

CENTRE: Pretoria

REQUIREMENTS: *A Postgraduate Degree in Human Resources Management / Industrial Psychology or equivalent, at least Eight (8) years' experience as an HR Generalist in a human resources environment, with 5 years management experience.

*Registration with the SABPP will be an added advantage.

CORE COMPETENCIES AND TECHNICAL PROFICIENCIES: *Knowledge and understanding of the Public Finance Management Act and labour legislation, including proven experience in application thereof; *A good interpersonal skill at all levels in the organisation (with superiors, peers, and subordinates in any); *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 organising 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 organization.
- Oversees the Development and the functioning of internal HR committees/ forums as legislated (Employment Equity, Skills Development, Labour forum etc.)
- Development of the HR Operations Plan (with related budgets) and ensures compliance to legislated and internal reporting deadlines. Guiding the preparation, quality and publication of all HR reports.
- Build 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 Processes and Practices. The reporting will include elements of Employment Equity, Performance Management reports, Workplace Skills Plan, Head Count Reporting, etc.

TALENT MANAGEMENT AND RETENTION

- Oversees the talent management value chain of SAHPRA from onboarding to employee exit
- **Talent Management:** Develops and oversees the implementation of SAHPRA talent management strategy in alignment to the workforce plan to ensure adequate and relevant levels of skills are attracted, developed and retained.
- **Performance Management:** Drives the culture of performance and accountability by overseeing the implementation of performance management process and rewards as guided by approved the policy and guidelines.
- **Training and Development:** Manages SAHPRA's relations with HWSETA, to ensure compliance to derive benefits.
- Drives the development and monitors SAHPRA's workplace skills plan in collaboration with Line Managers to ensure appropriate skills levels are achieved throughout the Authority. Guides employees on accessing training and development incentives.
- Drives the implementation of the Internship Programme and other related skills development initiatives to build SAHPRA's talent pipeline

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.
- **Payroll Management Interphase:** Ensure a good working relationship with the Payroll Office and provide accurate information captured on the HURIS (Human Resources Information System module on SAGE. Provide human resources support to the Payroll Office.

- **Organisational Development:** Ensure continuous organizational development and performance improvement and effectiveness by being a change champion and identifying opportunities for Organisational Development Projects and overseeing their implementation
- **Employee Wellness:** Manages employee wellness initiatives and ensure integration into day-to-day practices of operations of SAHPRA to build a healthy workforce
- Oversees safeguarding of employee information and records to ensure accurate management information reporting, trend analysis
- To ensure cost effective HR operations services by planning, budgeting, cost control and supplier/ vendor management.
- Manages the HR Team of Human Resources Practitioners

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: 14 April 2023 at 16H00.