



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: COMMUNICATIONS AND PUBLIC RELATIONS**  
**SALARY: R1 126 846.00 – R1 196 011.00 (TOTAL COST TO COMPANY)**  
**Ref No.: SAHPRA 045/2023**

**CENTRE: Pretoria**

**REQUIREMENTS:** • An appropriate tertiary qualification (NQF level 7) in Public Relations / Marketing / Communication or a Health qualification.

**EXPERIENCE:** • At least 6 years of functional experience as a Communication and Public Relations professional in the Health sector of which 3 years must be in a senior communication leadership role.

**REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):** • \* Comprehensive knowledge and understanding of relevant legislation, regulatory procedures. \* Design and review of strategic plans, business plans and budgeting. \* Team management. \* Self-motivated and able to work independently. \* Ability to manage a variety of cross-functional team members. \* Competent in problem solving and team building. \* Information evaluation. \* Decision making. \* Communication skills (verbal, written, negotiation, conflict management, presentation). \* Interpersonal skills. \* Customer service. \* Planning and organising skills. \* Stakeholder management (Stakeholder mapping, relationship building).

**DUTIES: Key Performance Area: 1**

- Lead SAHPRA communication team and provide oversight, direction, content and corporate best practices. Develop and implement a communication and stakeholder relations strategy and policy (including media and stakeholder liaison).
- Develop and maintain systems and processes necessary for effective media interaction and communication between SAHPRA and key stakeholders.

**Key Performance Area: 2**

- Plan, develop, execute and measure effective communications programmes including media relations on health related matters.
- Create results-driven communications related to regulatory compliance, pharmacovigilance and other regulatory initiatives that are measurable and help drive SAHPRA business objectives.
- Develop and communicate scientific regulatory content to make accessible to the public in a more “digestible” formats through a clear public engagement strategy.

- Use radio (mainline and community), webinars and content optimally to drive awareness programmes and disseminate health product regulatory matters far and wide.
- Ensure that relevant SAHPRA communication is available in multilingual formats where necessary.
- Educate and train SAHPRA employees on public relations, media, social media as so to maintain a good public and service identity.
- Monitor media and social media so as to avert a crisis situation from occurring, thereby ensuring SAHPRA brand reputation.
- Proactively communicate any developments on health product regulations that has an impact to the public.

### **Key Performance Area: 3**

- Oversee compilation and editing of all newsletters, brochures, media statements and reports as well as presentations in line with the SAHPRA style guide to external stakeholders including Parliament, funders, industry, other government departments and institutions.
- Develop and implement employees' communications, online communication, recruitment campaigns, social media campaigns and event planning.
- Oversee the development and maintenance of corporate branding, including the SAHPRA website.
- Publicize SAHPRA accolades and achievements (organizational and individual) and publicize such occurrences far and wide.
- Establish and maintain effective procedures for handling external stakeholder complaints.
- Conduct climate surveys with both internal and external stakeholders and implement interventions to address any gaps identified.

### **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:** Ms S. Molepo, Email: [setlola.molepo@sahpra.org.za](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 06 September 2023 at 16H00.