



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.

**SENIOR MANAGER: PROJECT MANAGEMENT OFFICE (24 Months Fixed-Term Contract)**

**SALARY: R1 333 449.00 – R1 415 289.00 all-inclusive total cost to company package**

**Ref No.: SAHPRA 059/2023**

**CENTRE: Pretoria**

**REQUIREMENTS:** Matric certificate and a three-year bachelor's degree or advanced diploma in Project Management, Business Administration, Industrial Engineering or related equivalent qualification at NQF Level 7 as recognised by SAQA. A Master's degree or an advance certificate in Project Management, Program Management (such as the Program Management Professional (PgMP), PRINCE2 Practitioner, AgilePM Practitioner and related will serve as an added advantage.

**EXPERIENCE:** • A minimum of proven eight (8) years' experience in project management of which five (5) years must be at management or senior management level and successfully delivering complex projects within scope, budget, and timeline. A valid driver's licence.

**REQUIRED CORE COMPETENCIES AND TECHNICAL PROFICIENCIES:** \* Solid project/program management skills, with a proven track record of successfully delivering projects/programs on time, within budget, and meeting quality standards.. \* Strong leadership and team management abilities, with the capability to motivate and inspire cross-functional teams.. \* In-depth understanding of project/program management methodologies, tools, and techniques with a proficiency in using project management software.. \* Excellent communication and interpersonal skills, to effectively engage, collaborate and influence stakeholders at all levels.. \* Strong problem-solving and decision-making skills, with the ability to navigate complex situations and make timely, informed decisions. \* Experience in change management and driving organizational transformations. \* Strong analytical and strategic thinking capabilities, with the ability to align project/program objectives with overall organizational goals. \* Proactive attitude with a focus on continuous improvement and innovation in project management practices. \*

**DUTIES AND RESPONSIBILITIES:**

**Project/Program Planning:** • Develop project/program plans, including defining goals, objectives, deliverables, timelines, relevant governance documents/registers and resource requirements. • Ensure alignment with organizational strategies and priorities.

**Stakeholder Management:** • Identify and engage project/program stakeholders, establishing effective communication channels and building strong relationships. • Manage stakeholder expectations, gather requirements, and address concerns throughout the project/program lifecycle.

**Project/Program Execution:** • Lead project/program teams, providing direction, guidance, and support. • Monitor and track progress against project/program plans, identifying and resolving issues or risks. • Ensure adherence to project/program management methodologies and best practices.

**Resource Management:** • Coordinate and allocate resources, both internal and external, to support project/program objectives. • Manage resource availability, capacity, and utilization. • Provide leadership and support to project/program team members, fostering a collaborative and high-performance culture.

**Budget and Cost Control:** • Develop and manage project/program budgets, tracking expenses and ensuring cost control measures are in place. • Provide regular financial reports and forecasts to stakeholders.

**Risk Management:** • Identify, assess, and mitigate project/program risks. • Develop risk management strategies and contingency plans. • Monitor and communicate risks to stakeholders, implementing proactive measures to minimize potential impacts.

**Quality Assurance:** • Define and implement quality standards, processes, and metrics for project/program deliverables. • Conduct regular reviews and audits to ensure compliance with quality requirements. • Facilitate lessons learned sessions to capture and apply best practices.

**Change Management:** • Plan and execute change management activities to support project/program implementations. • Assess organizational readiness, develop change management plans, and provide support to stakeholders during transitions.

**Reporting and Communication:** • Prepare and present regular project/program status reports to stakeholders, including progress updates, risks, issues, and key decisions. • Communicate project/program outcomes, lessons learned, and recommendations to relevant parties.

**Continuous Improvement:** • Identify opportunities for process improvements and efficiency gains. • Promote a culture of continuous improvement within the project/program team and across the organization.

**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:** 08 December 2023 at 16H00.