



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.

EXECUTIVE MANAGER: HUMAN RESOURCES MANAGEMENT

Ref No.: SAHPRA 062/2023 (5-Years Contract)

SALARY LEVEL: 15 (R 1 604 647 – 1 703 126) (all-inclusive total cost to company package)

CENTRE: PRETORIA

REQUIREMENTS: A Matric Certificate and a Master's degree qualification in Human Resources Management, Industrial Psychology or equivalent related qualification at NQF level 8 as recognized by South African Qualifications Authority (SAQA). A Master of Business Administration or Leadership (MBA or MBL) and registration as Chartered Human Resources Practitioner with the South African Board for People Practice will be an advantage. At least fifteen (15) years generalist experience in a human resources management environment, of which six (6) years must be at senior management level. Preferred experience of five (5) years as an executive head of HR with EXCO level experience in the Public Sector. Valid Driver's License.

CORE COMPETENCIES AND TECHNICAL PROFICIENCIES: Required competencies (knowledge, skills and abilities) to perform the key performance areas of this job: *Knowledge and good understanding Labour Relation Act, 1995; Employment Equity Act, 1998; Basic Conditions of Employment Act, 1997; Public Financial Management Act, 1999; Treasury Regulations, 2022; and Occupational Health and Safety Act, 1993, including proven experience in application thereof*. *Knowledge and application of Programme and Project Management, Policy Formulation, IT System, Financial Management, People Management and Empowerment, Change and Risk management. Strategic capability and leadership, Client orientation and Customer focus, Cross Cultural and Client Relations. * * Ability to work with individuals and teams both at strategic and operational levels*. * A robust knowledge and experience of human resource management environment, using technology to drive effective human resource management interventions; basic financial skills (pension fund and medical aid administration); *Organisational awareness and understanding of structure; *Communication skills (verbal, written, negotiation, conflict management, presentation). *Interpersonal Skills: *Analyse and solve problems with sound judgment. Decision-making. Managing complexity. Planning and Organising. Accountability. Resilience. Business performance management and organisational resource.*

DUTIES: Strategic Human Resource Management: • Develops and implements SAHPRA's Human Resource Strategy in support of the SAHPRA organisational strategy. • Review the annual business strategy and develop an HR strategy that supports the achievement of the business strategy and associated KPIs. •Manages strategic implementation of organisational development activities, workplace productivity and management, and employee working styles, through research, design, development and facilitation of OD interventions to optimise the alignment of the workforce and key business strategies and initiatives.

Talent Sourcing, Management and Development: • Develop and implement a progressive and optimised learning and development strategy. • Ensure that effective and efficient recruitment, selection, appointment and retention strategies are in place in line with the HR strategy. • Develops and manages a succession planning process for SAHPRA that manages staff development and career progression. • Management of resources deployment across the business. •Manages the implementation of an effective exit management process and system to provide important information relevant to SAHPRA's retention strategy.

Finance, Remunerations and Benefits: • Consult with and advise Executives and Line management on remuneration strategy, philosophy and best practice to support the business. •Take accountability for the alignment and compliance of SAHPRA remuneration & benefits practices with labour and tax laws. •Oversee the benchmarking of remuneration scales against the market. •Oversee the annual remuneration processes, such as annual increases and performance bonuses; develop a strategic guideline for the allocation of staff bonuses and oversee the annual allocation of bonuses at SAHPRA. •Compile a comprehensive HR budget and manage the HR budget to ensure the efficient utilization thereof. •Oversee the monthly execution of the payroll. •Develop the full suite of competitive employee benefits (including medical aid, pension, group life cover, funeral cover) and ensure that all employee benefits are effectively administered (including enrolment and payment to 3rd party service providers). •Conduct annual salary negotiations with Organised labour and provide strategic input into and oversight of the plan to effect the annual increases for SAHPRA staff.

HR Systems Administration and Business Support Services: • Manages the administration of employment benefits and rewards. •Reviews, develops, negotiates, implements and monitors remuneration and conditions of employment policies and procedures in line with legislation and the specific needs of the organisation and relevant stakeholders. • Manages the administration of retirement fund benefits and processes to ensure compliance to the rules of the fund/s. • Manages the administration of medical aid benefits and the performance of service providers to ensure the provision of cost-effective medical aid benefits and services to employees. • Manages the implementation of HR policies and procedures with all organisational staff. • Reviews, develops and implements suitable electronic and manual HR record systems to ensure the cost-effective maintenance of accurate and up to date records. •

Organisational Design and Development: • Ensure the management of organisational development and job evaluation support services • Manages the development of job descriptions and ensure that grading of positions are in line with the organisational development prescripts. • Drive change management within the business and implement interventions to manage change. Mentors and manages employees reporting to this job, to ensure they have the skills required by the organisation and can achieve their performance objectives.

Business Partnering, Employee Relations and Advisory : •Provide strategic employee relations leadership, guidance and advise that supports the strategic objectives of SAHPRA. • Ensure timeous development, implementation and review of employee relations policies, codes and practices for sound and effective employee relations programmes. • Ensure compliance with the human resources legislation framework, policies and sound human resources practices and the speedy and effective handling of all labour matters. •Represent the organisation in CCMA cases to ensure the fair and consistent application of discipline in terms of company procedures and legislation. •Advises the SAHPRA on collective bargaining and dispute resolution processes to ensure a stable and conflict free labour relations

environment. • Serving as a Chief Negotiator at the Labour Forum (Bargaining Chamber). • Provide strategic support on the implementation of Employee Health and Wellness Programmes. • Ensures the development and implementation of Employee Health and Wellness policies in line with the SAHPRA needs and legislation. • Assessing and monitoring of the impact of employee health and wellness programmes at SAHPRA. • Manage the incapacity management programme.

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.
- 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: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 04 December 2023 at 16H00.