



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: STRATEGIC BUSINESS PLANNING, MONITORING AND EVALUATION**  
**Ref No.: SAHPRA 016/2020**

**CENTRE: Pretoria**

**REQUIREMENTS:** • Postgraduate B. Comm or Business Administration Degree or equivalent as a minimum. • 8 years' experience in business performance, monitoring and evaluation at a senior manager level. • Experience in leading organisational strategic planning and implementation of associated outcomes. • Proven track record of ensuring strategic alignment and integration across the organisation in the public sector. • Knowledge of the Medicines and Related substances act is an added advantage.

**COMPETENCIES/SKILLS:** • Analytical skills. • Facilitation skills. • Interpersonal skills. • Problem solving. • Negotiation skills. • Time Management skills. • Communication skills. • Presentation skills. • Reporting skills. • Team Management. • Organising skills.

**DUTIES:** **Strategic Business Planning:** • Development of the strategic plan and Annual performance plans for the entity. • Conduct workshops to obtain inputs to the business plan from all business units. • Supports the development of business unit's operational plans to ensure objectives are realistic and measurable. • Ensure alignment of Business Units' deliverables with SAHPRA's strategic goals. **Performance Monitoring:** • Design and implement performance monitoring guidelines, templates and processes. • Gather and evaluate performance information monthly, quarterly and annually from the business units. • Coordinate monitoring and evaluation of performance against the business unit's operational plans. • Compile performance deviation reports monthly. • 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 (NDoH, National Treasury). • Collates information from business units, synthesise and ensure the completion of quarterly and annual reporting. • Prepares and updates the annual performance report for presenting to the parliamentary portfolio committee. • Develop and reviews 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,

The Department of Planning, Monitoring and Evaluation (DPME), National Department Health (NDoH) 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.

**INSTRUCTIONS TO APPLICANTS:** All applications must:

- Be made on Z83 forms (obtainable <http://www.dpsa.gov.za/dpsa2g/documents/forms/employ.pdf> or from any Government department).
- Be completed in full, clearly reflect the name of the position, name and date of the publication (candidates must use the **post reference numbers**), 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 form 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 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:** Ms S. Molepo, Tel: +27 71 605 1508. Email: [setlola.molepo@sahpra.org.za](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 25 May 2020 at 16H00