



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 ASSISTANT TO THE CEO

SALARY: R 623 692.00 – R 661 941.00 PER ANNUM (TOTAL COST TO COMPANY)

Ref No.: SAHPRA 01/2025

CENTRE: PRETORIA

REQUIREMENTS: A Matric Certificate plus National Diploma, (NQF level 6) as recognised by SAQA in Office Management and Technology; Office Administration and Management / Business Administration / Public Administration /Public Management or a relevant equivalent qualification. A Bachelor's degree (NQF level 7) in a related field will be an added advantage.

A minimum of six (6) year's as Senior Secretarial / Assistant or Administration experience. Three (3) years of experience as Personal Assistant or Executive Assistant to Senior / Executive Manager in a regulatory environment will be an added advantage.

Strong proficiency in Microsoft Office Suite packages and an ability to work with data. Regulatory environmental experience will be an added advantage. Valid driver's licence is essential.

COMPETENCIES, KNOWLEDGE, AND SKILLS: Excellent administrative skills, including identifying administrative needs and developing and maintaining appropriate systems * Critical thinking and the ability to exercise good judgment and solve problems quickly and effectively * Excellent organizational and planning skills that ensure that work is effectively prioritized to meet deadlines * Ability to maintain high levels of confidentiality * Ability to maintain accuracy and attention to detail. * Ability to work under pressure * Strong command of written and verbal communication skills * Excellent interpersonal & intrapersonal skills * Report Writing plus basic research skills * Client Orientation and Customer focus * Deadline driven * An ability to coordinate plan and manage a complex and busy diary * Ability to draft routine correspondence and reports * Proven track record in building and managing stakeholder relationships at all levels.

DUTIES: Developing and implementing an effective office administration system for the office of the CEO * Provide administrative support to the CEO to ensure the CEO's schedule is managed effectively * Provide comprehensive support services to the CEO that ensure outstanding communication and responsiveness * Provide calendar management; prioritize inquiries and requests, troubleshoot conflicts with little guidance, and make judgments and recommendations to ensure smooth day-to-day engagements * Ensure presentations, speeches, biographies, briefing notes etc are drafted or provided timeously for meetings, workshops and conferences * Type letters /Memos or review documents as per Executive request, and follow up on actions/decisions from the CEO to Management * Prepare and edit correspondence, presentations, reports, and other communication. Manage all scheduling and travel logistics for the CEO * Continually monitor the flow of information going in and out of the CEO's office * Compiling of meeting documents and agendas for the meeting * Manage the diary and schedule meetings and appointments on behalf of the CEO * Arranging catering with all kinds of dietary requirements and ensuring that all relevant packs/stationery for the workshop are available, and that the venues meet all operational requirements * Processing

of subsistence and travelling claims * Manage the office petty cash and procurement of goods and services and manage the office resources * Oversee the reconciliation of claims by the CEO and/or Office Manager * Planning and Coordinate functions, events and operational projects * Attend relevant internal and external meetings as per request by the CEO and/or Office Manager.

INSTRUCTIONS TO APPLICANTS: (HOW TO APPLY): Interested applicants who meet the above requirements should forward their applications accompanied by signed covering letter attached to the comprehensive CV with the names and email addresses of three (3) referees clearly reflecting the **name of the position and post reference number**, 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.
- 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 three (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. **All shortlisted candidates will be subjected to a technical exercise that intends to test relevant knowledge, skill and technical elements of the job.** 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.

Interested persons who meet the above-stated qualifications should forward their applications which should consist of a cover letter, detailed Curriculum Vitae, copies of qualification(s) and Identity Document. **ONLY** shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources.

SAHPRA comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, SAHPRA will retain your personal information for internal audit purposes as required by policies.

Applications should be submitted through the SAHPRA Website Online Portal: **SAHPRA website** (<https://www.sahpra.org.za>) – **About Us – Vacancies.**

Enquiries: Technical related enquiries: Ms M Mphidi Email: Mukona.Mphidi@sahpra.org.za
HR related enquiries: Mr T Khunou, Email: Tshepo.Khunou@sahpra.org.za

(APPLICATIONS SENT TO THESE EMAIL ADDRESSES WILL NOT BE CONSIDERED FOR THE RECRUITMENT PROCESS). The closing date is 20 January 2025 at 16H00.