

FOR PSA MEMBERS: THE SOUTH AFRICAN HEALTH PRODUCTS REGULATORY AUTHORITY (SAHPRA)

23-11-2020

Labour Forum meeting dated 20 November 2020

A special meeting of the Labour Forum was convened on 20 November 2020 to discuss matters related to the placement of administrative staff at SAHPRA.

The following agenda items were discussed:

1. Placement Framework

The forum reviewed the placement framework document to ensure that all inputs from both labour and the employer are considered and included into the final draft. The final draft of the Placement Framework was adopted by the forum. The employer undertook to circulate a clean copy of the adopted Placement Framework document to all parties for signature.

2. Terms of Reference

The forum reviewed the Terms of Reference to ensure that comments from all parties were considered and included into the final draft. The final draft was adopted by the forum for implementation. It was resolved that a clean copy of the Terms of Reference will be circulated to all members.

3. Job Profiling

Labour expressed their concerns regarding four job profiles presented by the employer in the previous meeting. The employer was of the view that the four profiles circulated to members were representative of all families of Administrative positions at SAHPRA. Labour was of the view that the current job profiles are not sufficient to facilitate the placement process. Also, the job profiles may not be relevant to all administrative positions in various units due to different job requirements. The employer informed the meeting that job profiles for most of admin positions are available and a list of positions showing concluded as well as pending job profiles will be shared with labour on Monday 23 November 2020. The employer undertook to finalise all outstanding job profiles before the administrative placement process commences.

4. Project Plan for placement process

The forum reviewed the project plan for the placement of administrative staff. The final draft was adopted by the forum for implementation. The employer shall communicate the project plan to SAHPRA employees in due course. Also, internal advertisements for the purpose administrative staff placement will be communicated by the employer in due course.

5. Employee engagement survey

Labour was of the view that it was premature for the employer to commence with employee's engagement survey. Labour proposed that the survey be suspended until the administrative placement process has been concluded. The attempt by some employees to complete a survey have shown that many employees are not familiar with the new SAHPRA organogram. Also, labour proposed that the employer consider other ways of obtaining information from the employees about their level of satisfaction at SAHPRA, instead of hiring an expensive service provider to conduct a survey.

6. Advertisement & recruitment of MROs

Labour informed the employer about several objections raised about the recruitment of Medicines Registration Officers (MRO) in various Units at SAHPRA. The major concern was the advertisement which gives preference to Pharmacists for positions which require both BSC and Pharmacy qualifications. Also, the impugned advertisement does not take into consideration the current job profiles related to MRO positions. These includes the roles and qualifications of the current staff members employed as MROs. The employer informed the meeting that recruitment of MROs was based on the OSD policy. Labour proposed that certain aspects of the OSD policy such as abnormal disparity in experience required for BSC graduates and pharmacists should be corrected and customized for SAHPRA's purpose. Labour proposed that the employer should take executive decisions to correct the unfair recruitment process instead of perpetuating unjust policies such as OSD.

7. Pharmacist's Assistants

Labour noted that the position of Pharmacist's Assistant was removed from the new organogram and replaced with administrative screeners. Labour is of the view that such an amendment is unnecessary as the job description of Pharmacist's Assistant is different from that of administrative screeners. A formal complaint on this matter was submit to SAHPRA HR for consideration. The employer informed the meeting that the issue of Pharmacist's Assistant was discussed at EXCO. The meeting was informed that the decision by Exco was to reinstate the positions of Pharmacist's Assistant into the new organogram as it cannot be categorized as administrative position.

Labour has also noted that some of the new positions on the new organogram are already occupied even though the proposed organogram has not yet been approved by the Board. Labour will probe the matter at the next Labour Forum meeting as the special meeting was focusing on placement of administrative staff.

GENERAL MANAGER