



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.

PAYROLL ADMINISTRATOR

SALARY LEVEL 07: R 408 032.00 – R 433 074.00 per annum (Total cost to company)

Ref No.: SAHPRA 016/2024

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Matric Certificate and National Diploma in Financial Accounting / Finance Management / Cost and Management Accounting or related equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA, and Sage 300 People certificate. Training in SAGE 300 People is required. A related Degree or B-Tech or Advance Diploma at NQF level 7 as recognised by SAQA will be an added advantage. A minimum of three (3) years of relevant working experience in a numerical data processing role of which two (2) years must be working with SAGE 300 People system. Experience and familiarity with PFMA and relevant Treasury Regulations.

COMPETENCIES, KNOWLEDGE AND SKILLS: *Strong administrative and organizational skills. *Willingness to work extended hours as and when required. *Ability to communicate fluently in English with both written and spoken communication. *Good leadership and decision-making ability. *Critical thinking and problem-solving skills. *Planning and coordination skills. *Ability to manage conflict. *Ability to tolerate stress. *Deadline driven. *Attention to detail. *Versatility. *Innovative thinking. *Team player and can work independently. *Ability to work well under pressure.

DUTIES:

- **Salary payments Admin** Enables payments to employees by: *Loading all new employees on Sage 300 People. *Process all staff movements (transfers, promotion, resignations, retirements, death) on Sage 300 People. *Update all changes to employee information on Sage 300 People. *Processing of Monthly payroll input on Sage 300 People. *Import variable input from excel into Sage 300 People e.g., Claims, BAU Overtime Claims. *General administrative support.

- **External Evaluator Claims Payments** Enables payments to External Evaluators by: *Loading new external evaluators on Sage 300 People. *Printing and filing of all monthly external evaluator claims received. *Preparing claims spreadsheets for importing into Sage 300 People. *Checking of all monthly external evaluator claim forms received for accuracy. *Sending all claim queries to the relevant unit. *Preparing claim reconciliations for evaluators.

- **Leave Administration**– Recalculate the termination leave, distribute leave reports to the business monthly, assist with leave corrections

- **Record keeping** Maintains employee records and payroll filing systems by: *Creating employee files for all new employees. *Ensuring that all the necessary documents for all new employees are signed and filed. *Ensuring all staff movement documentation is received and filed. *Filing all approved claim forms received from external evaluators. *Filing payroll documentation in the appropriate files so that current information is always accessible.

- **Reporting** Contributes to Payroll Department reports by: *3rd party reconciliations. *Assist with payroll- related mid-year & tax year-end procedures as directed by the payroll manager. *Assist with payroll- related financial year-end procedures as directed by the payroll manager.

INSTRUCTIONS TO APPLICANTS (HOW TO APPLY): Interested applicants who meet the above requirements should forward their applications accompanied by signed covering letter, clearly reflecting the **name of the position and post reference number**, attached to the detailed Curriculum Vitae reflecting the names and email addresses of three (3) referees, and certified copies of required qualification/s (matric included), Identity Document (certified within the past 3 months), 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 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.

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: Ms S. Molepo, Email: Setlola.Molepo@sahpra.org.za **(APPLICATIONS SENT TO THIS EMAIL ADDRESS WILL NOT BE CONSIDERED FOR THE RECRUITMENT PROCESS).**
The closing date is 01 April 2024 at 16H00.