



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 MANAGER

SALARY LEVEL 12: R R986 388.00 – R1 046 920.00 per annum (Total cost to company)

Ref No.: SAHPRA 020/2024

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Matric Certificate and Bachelor's Degree in Finance/ Accounting or equivalent related qualification at NQF Level 7 as recognised by SAQA and training in SAGE Payroll Administration. Completed articles, South African Payroll Association (SAPA) or any other Payroll related membership and a relevant postgraduate qualification at NQF 8 as recognised by SAQA will be an added advantage.

EXPERIENCE: A minimum of six (6) years' experience in payroll and administration of which two (2) years must be a payroll manager. Experience and familiarity with PFMA and relevant Treasury Regulations. Flexibility in working hours will be required to meet the demands of the role. Valid driver's License.

COMPETENCIES, KNOWLEDGE AND SKILLS: Legislative requirement relating to Payroll – South African Revenue Service (SARS) / Unemployment Insurance Fund (UIF) / Skills Development Levy (SDL) / Compensation for Occupational Injuries and Diseases Act (COIDA) etc. Knowledge of Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Relevant Policies and Procedures related to Financial Accounting Principles (GRAP), Pay As You Earn (PAYE), Tax Legislation and Financial and Payroll administration including statutory requirements. Knowledge of the legal framework of benefits, and taxation. Knowledge in Administration of Employee Benefits including medical aid and pension fund, HR principles and practices and Business Process Improvement. Experience and knowledge of payroll principles, processes and procedures. Knowledge of Payroll systems and Payroll accounting. Trained and worked on SAGE 300 people. MS Excel Advanced is a must. 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. Supervisory skills. Team player and can work independently. Ability to cope under pressure.

DUTIES:

Payroll Management: Developing and maintaining payroll procedures and work instructions to ensure alignment with relevant organisational policy, legislation, and financial/ auditing requirements. Develop monthly plan and scheduling for payroll processing. Liaise with HR department with regards to payroll related changes. Compilation and/or review of payroll file containing supporting documents. Exercises control over payroll applications, by authorising and

maintaining changes to payroll system parameters. Ensuring that the payroll system is updated and aligned to both internal process and relevant legislation. Signing off on (authorising) monthly third-party payments and final system downloads, in accordance with procedures and payroll controls. Ensures correct monthly payments and compliance with relevant financial and legislative requirements by performing payroll administration functions. Mitigates payroll risks and encourages compliance with relevant human resources, financial and payroll legislation, policies, and standard operating procedures by implementing and advising on corrective measures for identified (and preventive measures for potential) payroll risks. Facilitates the progress and completion of audits by liaising with auditors and providing information as required. Create a platform for management and resolving of all payroll related queries.

Management and maintaining of SAHPRA's employment benefits: Ensure that ESS updates are managed timeously in collaboration with ICT. Management of leave application process on ESS, to ensure the accuracy of leave credits and provision. Management of employee's retirement administration benefits with GEPF. Management the administration of medical aid benefits, ensure that all details are updated. Investigate, troubleshoot, and resolve ESS system challenges in collaboration with ICT.

Management of SAHPRA claims payments (Internal & External): Development and maintaining of claims standard operating procedures and aligning the payroll system to the claims SOP. Perform of regular training of both staff and external claimants on the procedures and ensure that policies are adhered to. Create a platform for management and resolving of all claims related queries. Ensure that all approved claims submitted are paid timely and correctly monthly.

Managing Statutory management payroll reporting: Statutory Reporting - (e.g., SARS, UIF, COIDA, EEA2/EE4 Annual Submissions). Operational reporting - Cost employment Budget, Total Establishment costing, Manage the preparation of management reports related to Financial Management and Human Resources Management. Stakeholder reporting - (MTEF), (ENE) Quarterly report. Generating and/or consolidating monthly, quarterly, and annual statutory reports.

Team Management: Ensure that team understand the Operating procedures and are compliant. Ensure that Staff Performance Contracts and Appraisals are conducted timeously. Facilitate the development of staff in line with their IDPs. Computers and peripherals allocated to Payroll Section (Keyboards, printers, screens, etc.). SAHPRA payroll system (SAGE 300 People). Employees' Income Tax Regulations. Other remuneration-related regulations (Skill Development Levy Act, UIF, COIDA, etc.). Medical Aid and retirement Fund Rules. Finance and HR divisional strategic plans, as amended from time to time. SAHPRA HR and other related policies.

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 27 May 2024 at 16H00.