



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
Ref No.: SAHPRA 003/2020 (6 MONTHS CONTRACT)

CENTRE: Pretoria

REQUIREMENTS: • An appropriate 3-year qualification /National Diploma in payroll. • A postgraduate qualification in payroll or equivalent degree is an added advantage. • A minimum of 5 years Payroll experience of which three years should be at managing payroll. • Knowledge of Payroll principles, practices and procedures. • Trained and worked on SAGE 300 people. • Knowledge of Payroll system. • Knowledge of related tax regulations, legislation and guidelines. • Knowledge of basic Accounting practises and procedures.

NOTE: Applicants should be available to commence duty immediately.

DUTIES: • Develops and implements an annual plan for own area of responsibility that supports the achievement of the overall finance and human resources strategies of the organisation. • Manages and directs payroll operations by signing off the final system download as required to ensure compliance with relevant legislation, standard operating procedures and financial deadlines. • Authorises and maintains changes to payroll system parameters to ensure control over methods and correctness of payroll applications. • Verifies and signs off (authorise) monthly third-party payments in accordance with procedures and payroll controls. • Performs payroll administration functions to ensure correct monthly payments and compliance to relevant financial and legislative requirements. • Implements and advises on corrective measures in terms of identified payroll risks to be applied in order to ensure compliance with relevant human resources, financial and payroll legislation, policies and standard operating procedures. • Oversees the preparation of management reports for Chief Financial Officer and Human Resources Manager in order to assist them to analyse and identify issues to be addressed and/ or investigated by senior management. • Generates and consolidates monthly, quarterly and annual statutory reports (e.g. SARS, UIF, COIDA) to ensure compliance with relevant legislation and financial deadlines. • Liaises with external auditors and provides information as required for completion of audits. • Develops and maintains payroll procedures and work instructions to ensure alignment with relevant organisational policy, legislation and financial/ auditing requirements. • Develops and manages payroll staff to ensure that they have the required skills and can perform and achieve their key job accountabilities and performance objectives.

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, 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.

Enquiries: Ms S. Molepo, Tel: +27 71 605 1508. Email: setlola.molepo@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 23 March 2020 at 16H00