



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.

**HUMAN RESOURCES AND PAYROLL OFFICER**  
**Ref No.: SAHPRA 004/2020 (6 MONTHS CONTRACT)**

**CENTRE: Pretoria**

**REQUIREMENTS:** • An appropriate 3-year qualification /National Diploma in HR/payroll. • At least 2 years' experience in human resources administration and payroll environment. • Trained and worked on SAGE 300 people or equivalent. • An understanding of human resources and Payroll principles, practices and procedures. • An understanding of Payroll system.

**NOTE:** Applicants should be available to commence duty immediately.

**DUTIES:** • Receives and captures weekly and monthly salary inputs to ensure that lawful and accurate deductions and payments are made to employees. • Completes year end payroll procedures including balancing payroll to tax year end totals in compliance with relevant standard operating procedures, work instructions and applicable legislation. • Captures remuneration benefits and garnishee orders in accordance with standard operating procedures to ensure that all transactions are up to date before the close of payroll for a particular month. • Prints and sorts salary advice slips to ensure timeous distribution to employees monthly. • Prints and sorts IRP5s on annual basis to ensure compliance to relevant legislation and timeous distribution to employees. • Handles payroll related queries telephonically, via e-mail and HR system (e.g. reprints of pay slips, personal detail changes, maternity leave matters and garnishee and medical aid queries) to resolve queries effectively and ensure correctness of employee information on payroll system. • Assist with the maintenance of current and historical databases for personnel records. • Assist with recruitment processes. • Takes ownership and accountability for key performance areas related to this job and demonstrates effective self-management to ensure that quality and productivity standards are consistently and accurately maintained.

**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](mailto: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](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 02 March 2020 at 16H00