



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.

PROGRAMME FINANCE OFFICER
Ref No.: SAHPRA 025/2020 (Full-time fixed term contract)

CENTRE: Pretoria

REQUIREMENTS: • An appropriate 3-year B.Comm qualification or BTech degree in Accounting/Financial Management. • 3 years relevant experience and competencies in financial accounting, planning and budgeting that focuses on the Key Performance Areas (KPA's) of the post.

COMPETENCIES/SKILLS: • Knowledge of PFMA, Treasury regulations, government policies and procedures, government budget process and procedures, financial and related transversal systems used by government, financial administration and management accounting. • Knowledge of Batho Pele principles. • Highly numeric, financial and accounting skills. • Communication, letter and report writing, presentation creativity, computer literacy. • Problem solving and innovative thinker. • Management and organizational skills, project management. • Demonstrable experience of financial administration of a portfolio of managing funding(desirable). • Demonstrable experience of preparation of budgets and Reporting. • Computer literacy. • Excellent interpersonal skills. • A sense of duty and responsibility. • Adaptability to change. • Pays attention to detail, quick learner, and ability to work under pressure.

DUTIES: Budget, Funding and Reporting: • Work closely with the Head of Programme projecting allocations and identifying overall programme funding requirements and Support Programme office on funding discussions - Source funders; Engage SAHPRA, industry and Treasury on Public Health Enhancement Fund (PHEF) funding; Draft funding proposals according to the needs of the programme; Develop communications/presentations. • Support the Head of Programme with the preparation of the programme budget and the correct allocation of staff and other resources to the funds' portfolios. • Keep fund budgets under continuous review, identify, investigate and report budget variances providing regular financial information and analysis to the Head of Programme and SAHPRA Management as required. • Manage the administration of all financial aspects of the programme and ensure programme activities are aligned with funders contractual requirements and workplans. • Perform month-end account closing activities, reporting and reconciliations for the Backlog Office. • Preparing accurate funding progress reports in line with funders reporting formats and timelines. • Assist Programme Officers to keep track and reconcile actual and committed project expenditure and

ensuring all expenses are within the programme budget. • Reconciling monthly and yearly transactions (projected evaluators claims vs actual payments). • Ensuring timely processing of all Backlog invoices and evaluator claims. • Produce ad-hoc reports as required by the Programme office and reply promptly to enquires from senior management and finance team. • Support the programme team on any other relevant financial management issues. • Undertake any further duties that may reasonably be required of the role.

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. SAHPRA reserves the right to fill or not to fill the vacant post/s.

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: 31 May 2020 at 16H00.