



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.

**MANAGER: PAYROLL**  
**Ref No.: SAHPRA 009/2021**

**CENTRE: Pretoria**

**REQUIREMENTS:** • An appropriate 3-year qualification / National Diploma in Payroll. • A minimum of 5 years Payroll experience of which two years should be at Payroll Manager level. • A postgraduate qualification in payroll would be advantageous.

**COMPETENCIES/SKILLS:** • Knowledge of Payroll principles, practices, and procedures. • Trained and worked on SAGE 300 people. • Strong administrative and organizational skills. • 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 work well under pressure. • Willingness to work extended hours as and when required.

**DUTIES: Develops Payroll Section annual plans, by:** • Analysing and interpreting the overall Finance and Human Resources (HR) strategies of the organisation. • Consulting with and taking advice from Finance and HR. • Ensuring that Payroll Section plans and intended outputs support Finance and HR strategies. • Developing and maintaining payroll procedures and work instructions to ensure alignment with relevant organisational policy, legislation, and financial/ auditing requirements. **Ensures that Payroll Section has the staff capacity to meet its mandate, by:** • Assessing present and future staffing requirements (skills and employee numbers) to enable administration of SAHPRA payroll, accurate and timeous salary payment, and prompt resolution of issues and queries. • Obtaining authorisation for changes to staffing levels as/when required. • Developing and managing payroll staff to ensure that they have the required skills to meet all performance expectations and objectives. **Payroll system:** • Exercises control over payroll applications, by authorising and maintaining changes to payroll system parameters. **Payroll operations:** (i) Ensures compliance of payroll operations with relevant legislation, standard operating procedures, organisational policies, audit requirements, and Finance deadlines, by: • Developing payroll operating procedures and work instructions. • Managing payroll staff adherence to operating procedures and work instructions. • Signing off on (authorising) monthly third-party payments and final system downloads, in accordance with procedures and payroll controls. (ii) Ensures correct monthly payments and compliance with relevant financial and legislative requirements by performing payroll administration functions. (iii) 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. (iv) Facilitates the progress and completion of audits by liaising with auditors and providing information as required. **Ensures that all reporting, for both management control/problem solving, and legislative/regulatory purposes is completed accurately and submitted on time, by:** • Overseeing the preparation of management reports for Chief Financial Officer and Human Resources Manager. • Generating and/or consolidating monthly, quarterly, and annual statutory reports (e.g., SARS, UIF, COIDA).

**INSTRUCTIONS TO APPLICANTS:** All applications must:

- Be submitted with a covering letter clearly reflecting the **name of the position and post reference number**, 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 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 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.

**Enquiries:** Ms S. Molepo, Email: [setlola.molepo@sahpra.org.za](mailto:setlola.molepo@sahpra.org.za) (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

**CLOSING DATE:** 05 March 2021 at 16H00.