



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 ADMINISTRATOR**

**Ref No.: SAHPRA 010/2021 (Full-time)**

**CENTRE: Pretoria**

**REQUIREMENTS:** \*National Diploma/Post graduate diploma/Post graduate certificate/Post graduate Diploma. \*Bachelor's degree or B-Tech will be an added advantage. Three (3) – Five (5) years of relevant working experience in a numerical data processing role, experience and familiarity with PFMA and relevant Treasury Regulations. \*At least 2 years' experience working with a payroll system.

- **KNOWLEDGE AND SKILLS:** \* 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. \* Team player and can work independently. \* Ability to work well under pressure.

### **DUTIES:**

**Salary payments Admin:** \* Enables payments to employees by: \* Loading all new employees on Sage 300 People. \* Process all staff movements (transfers, promotion, resignations, retirements, death) on Sage 300 People. \* Update all changes to employee information on Sage 300 People. \* Processing of Monthly payroll input on Sage 300 People. \* Import variable input from excel into Sage 300 People e.g. Claims, BAU Overtime Claims. \* General administrative support.

**External Evaluator Claims Payments** \* Enables payments to External Evaluators by: \* Loading new external evaluators on Sage 300 People. \* Printing and filing of all monthly external evaluator claims received. \* Preparing claims spreadsheets for importing into Sage 300 People. \* Checking of all monthly external evaluator claim forms received for accuracy. \* Sending all claim queries to the relevant unit. \* Preparing claim reconciliations for evaluators.

**Leave Administration** \* Maintains leave records for all employees by: \* Processing all leave transactions on Sage 300 People, \* Ensuring that all the leave forms comply to the Company Leave policy and that all the relevant documentation is attached.

**Record keeping:** \* Maintains employee records and payroll filing systems by: \* Creating employee files for all new employees. \* Ensuring that all the necessary documents for all new employees are signed and filed. \* Ensuring all staff movement documentation is received and filed. \* Filing all approved claim forms received from external evaluators. \* Filing payroll documentation in the appropriate files so that current information is always accessible.

**Reporting:** \* Contributes to Payroll Department reports by: \* 3rd party reconciliations. \* Assist with payroll- related mid-year & tax year-end procedures as directed by the payroll manager. \* Assist with payroll- related financial year-end procedures as directed by the payroll manager.

**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 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:** Email: [matshepo.mokotong@sahpra.org.za](mailto:matshepo.mokotong@sahpra.org.za) (DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS).

**CLOSING DATE:** 23 April 2021 at 16H00.