



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 022/2022
DPSA NON OSD: SALARY LEVEL 12

CENTRE: Pretoria

REQUIREMENTS:

- An appropriate 3-year qualification /Degree in Finance /Human Resource Management or related field.
- Advanced training in Payroll administration system
- Completed articles will be an added advantage
- A minimum of 6 years Payroll experience of which two years should be at Payroll Manager level

COMPETENCIES/SKILLS:

- Knowledge of Payroll principles, practices, and procedures
- Trained and worked on SAGE 300 people
- MS Excel Advanced is a must have
- Computers and peripherals allocated to Payroll Section (Keyboards, printers, screens, etc.)
- Employees' Income Tax Regulations
- Other remuneration-related regulations (Skill Development Levy Act, UIF, COIDA, etc.)
- Medical Aid and retirement Fund Rules
- Good understanding of relevant labour legislation, Basic Conditions of employment Act Labour relations Act, Tax legislation
- Deadline driven
- Attention to detail

DUTIES:

Payroll Management:

- Developing and maintaining payroll procedures and work instructions to ensure alignment with relevant organisational policy, legislation, and financial/ auditing requirements
- Develop monthly plan on payroll processing and related reporting
- Create a platform for management and resolving of all payroll related queries.

Management and maintaining of SAHPRA's employment benefits:

- Ensure leave, retirement benefits and medical benefits are administered effectively

Management of SAHPRA claims payments (Internal & External):

- Development and maintaining of claims standard operating procedures and aligning the payroll system to the claims SOP
- Perform of regular training of both staff and external claimants on the procedures and ensure that policies are adhered to.

Managing statutory and management payroll reporting.

Team Management.

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 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 M. Mokotong, Email: matshupo.mokotong@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 18 April 2022 at 16H00.