



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.

SENIOR ADMIN: CREDITORS

Ref No.: SAHPRA 044/2023

SALARY LEVEL 7: R 384 936 – R 408 560 p/a (Total cost to company)

CENTRE: Pretoria

REQUIREMENTS:

- National certificate/National Diploma/Post graduate diploma/Post graduate certificate/Post graduate Diploma/Bachelors degree/B-Tech with
- 1- 2 years of relevant experience and familiarity with PFMA and relevant Treasury Regulations

CORE COMPETENCIES AND TECHNICAL PROFICIENCIES:

* 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. * Supervisory skills. * Team player and can work independently. * Ability to work well under pressure.

DUTIES:

Enables payments to creditors by;

- Updating the register of invoices received, checking related documentation and processing approved invoices for payment
- Loading payments on the system, according to standard procedure, meeting agreed time frames for payment and allocate payments directly to the Creditors and GL
- Assisting in providing specific information in response to audit queries, and

preparing documentation requested in a timely manner.

- Preparing documents (Daily allowances & advances) for the bank for Staff who are travelling.
- Checking and processing Petty Cash slips and reimburse Petty Cash Float,
- Requesting journals for adjustments after Bank is reconciled, or incorrect allocation of accounts
- Assisting Senior Accountant as and when required.
- Ordering Requisition & Receipt Books, and Petty Cash slips, as well as ordinary stationery for daily use.
- Reconciling the General Ledger to invoices and statements, ensuring accuracy of the information
- Reconciling all Supplier accounts with monthly statements, verifying information against the detailed Ledger, for input to monthly reports
- Assisting in providing specific information in response to audit queries, and preparing documentation requested in a timely manner
- Following up with Procurement Department regarding outstanding documentation relating to contract payments, as required.

Maintains creditors records and filing systems by;

- Filing proofs of payment with supporting documentation in appropriate files, monthly
- Receiving returned cheques and filing in numerical sequence, according to standard procedure
- Maintaining a retrievable system of copies of contracts signed with SAHPRA
- Filing all approved invoices received from new suppliers.
- Filing financial documentation in the appropriate files so that current information is accessible at all times
- Capturing payments after release

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

CLOSING DATE: 06 September 2023 at 16H00.