



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 MANAGER

Ref No.: SAHPRA 019/2023

SALARY LEVEL: 12 (R934 965 to R992 341 per annum Total Cost to Company)

CENTRE: Pretoria

REQUIREMENTS:

- An appropriate 3-year qualification Diploma/Degree in Finance /Human Resource Management or related NQF level 7 qualification.
- Advanced training in SAGE 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

CORE COMPETENCIES AND TECHNICAL PROFICIENCIES: *Knowledge of Payroll principles, practices, and procedures; *Trained and worked on SAGE 300 people; *MS Excel Advanced is a must have; *Good understanding of relevant labour legislation, Basic Conditions of employment Act Labour relations Act, Tax legislation; *Expert knowledge of payroll including statutory requirements e.g DPSA, tax and benefits; *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 cope under pressure.

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 and scheduling for payroll processing.
- Liaise with HR department with regards to payroll related changes
- Compilation and/or review of payroll file containing supporting documents
- Exercises control over payroll applications, by authorising and maintaining changes to payroll system parameters
- Ensuring that the payroll system is updated and aligned to both internal process and relevant legislation
- Signing off on (authorising) monthly third-party payments and final system downloads, in accordance with procedures and payroll controls
- Ensures correct monthly payments and compliance with relevant financial and legislative requirements by performing payroll administration functions
- 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
- Facilitates the progress and completion of audits by liaising with auditors and providing information as required.
- Create a platform for management and resolving of all payroll related queries

Management and maintaining of SAHPRA's employment benefits

- Ensure that ESS updates are managed timeously in collaboration with ICT
- Management of leave application process on ESS, to ensure the accuracy of leave credits and provision
- Management of employee's retirement administration benefits with GEPF
- Management the administration of medical aid benefits, ensure that all details are updated.
- Investigate, troubleshoot, and resolve ESS system challenges in collaboration with ICT.

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.
- Create a platform for management and resolving of all claims related queries.
- Ensure that all approved claims submitted are paid timely and correctly monthly.

Managing Statutory management payroll reporting

- Statutory Reporting
 - (e.g., SARS, UIF, COIDA, EEA2/EE4 Annual Submissions)
- Operational reporting
 - Cost employment Budget, Total Establishment costing
 - Overseeing the preparation of management reports for Chief Financial Officer and Human Resources Manager
- Stakeholder reporting
 - (MTEF), (ENE) Quarterly report
- Generating and/or consolidating monthly, quarterly, and annual statutory reports

Team Management

- Ensure that team understand the Operating procedures and are compliant
- Ensure that Staff Performance Contracts and Appraisals are conducted timeously
- Facilitate the development of staff in line with their IDP's
- Computers and peripherals allocated to Payroll Section (Keyboards, printers, screens, etc.)
- SAHPRA payroll system (SAGE 300 People)
- Employees' Income Tax Regulations
- Other remuneration-related regulations (Skill Development Levy Act, UIF, COIDA, etc.)
- Medical Aid and retirement Fund Rules
- Finance and HR divisional strategic plans, as amended from time to time
- SAHPRA HR and other related policies

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

CLOSING DATE: 11 May 2023 at 16:00