



## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **FINANCE DEPARTMENT**

#### **SETA SPECIAL DISPENSATION**

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

#### **INTERNSHIP POSITIONS**

##### **PAYROLL ADMINISTRATION (2 POSTS)**

**(24 months contract)**

REF: Payroll/BGM/Intern

Mindful of the prevailing socio-economic conditions in South Africa, and in support of the national transformation agenda, Sefako Makgatho Health Sciences University (SMU) would like to provide internships to deserving young unemployed citizens. In this way, SMU hopes to provide experience to young South Africans, and give them the opportunity to be employable and to compete in the job market.

The incumbents will be exposed to gaining experiential learning in the field of Human Resources and they must meet the following requirements and be responsible for the following key performance areas:

#### **REQUIREMENTS**

- A minimum of bachelor's degree (NQF 7) in Accounting; Finance or equivalent (attach transcript)
- New entrants into Finance or Payroll environment (in other words you must not have worked or held a Finance or Payroll internship before)
- Basic understanding of payroll administration
- Strong numerical and analytical skills
- Computer literacy (MS Office Suite)
- Good communication and interpersonal skills
- Ability to pay attention to detail
- Must be a South African citizen

#### **COMPETENCIES**

- Time management
- Confidentiality, tact and discretion when dealing with people
- Client focus
- Result focus

- Stress tolerance

## **DUTIES**

- Assist in capturing and verifying payroll data including unpaid leave, claims, payments and deductions
- Support the preparation of monthly payroll input and reconciliation reports
- Help with the distribution of payslips and responding to basic payroll queries from employees
- Assist in processing terminations, new appointments, and allowances
- Ensure that all payroll transactions comply with tax laws, UIF, SDL, and relevant labour legislation
- Maintain accurate and confidential employee payroll records and filing
- Support audit readiness by organising payroll documentation and responding to audit queries
- Assist in reconciling third-party payments (e.g. pension fund, SARS, medical aid)
- Help prepare payroll journals for submission to the finance department
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties assigned by the line manager

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**Closing date: 9 July 2025**

**Applications from Employment Agency will not be considered.**

Typed applications documents (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be emailed to Ms BG Mbanjwa, by email to [hr.recruitment9@smu.ac.za](mailto:hr.recruitment9@smu.ac.za)

**It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.**

*Telephonic enquiries regarding conditions of service: (012) 521-3071*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

***The university reserves the right to make or not to make an appointment***