



## INTERNAL AND EXTERNAL

**JOB TITLE:** SAP Support Specialist

**SALARY GROUP:** Assistant Manager

**LOCATION:** PRASA Corporate

**DEPARTMENT:** Information Communications Technology

**POST NUMBER:** TBA

**REFERENCE:** R&S/SAPSS/ICT/252

**DEPARTMENTAL MISSION:** To provide support and training to Super users and end users for day-to-day transactions and month-end activities. To undertake basic configuration to resolve transaction and system issues. To provide support for upgrades and future PRASA SAP implementations and developments.

### OUTPUTS:

1. Manage and Process Change Request Procedures
2. Support Super users and End users in respect of the Accounts Payable module
3. Provide Support
  - Provide continuous support to end users and Super users following implementation
  - Deal with basic system bugs and small enhancements (e.g., report changes)
  - Provide third-level support
  - Deals with severity/priority 1 – 3 calls
  - Consult with Super users and end users on SAP functionality
  - Resolve problems logged by Super users and end users
4. Implementation of New Requirements/Development Projects. Determine technical requirements in line with business process specifications.
5. Daily, Monthly and Yearly Processes and Activities
  - Invoicing (sundries and logistic invoice verification), Advanced Payments and Cash Journals
  - Assist and advise in respect of incorrect postings of invoices into the system
  - Create LSMW and uploading of sundry invoices
  - Payment Programme
  - Cheque Payment
  - Goods Received Invoice Received (GRIR) Account
  - Petty Cash
  - Integration with Other SAP Modules
  - Month-end Process
  - Basic Configuration
6. Reporting
  - Create and generate reports from the system as requested
  - Analyse report requests and submit them to developers following the normal procedure, as necessary
  - Run reports to ensure that data integrity is maintained at all times
  - Create a variant (template) SAP standard report should the need arise
  - Take corrective action should an audit finding occur and ensure compliance
7. Training
  - Responsible for identifying training needs and arranging for a refresher and new user training on the SAP system, to enable future continuity
  - Monitor to ensure that all training material is updated in accordance with system changes
  - Provide training material in respect of new business requirements/developments
  - Monitor help desk calls to identify training needs of Superuser and End users and personally conduct training to ensure enhancement of Superuser skills Utilise and communicate best business practice
  - Encourage more effective use of the existing system
  - Serve as a change agent and markets SAP functionality to end users

KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:						
<ul style="list-style-type: none"> <li>• Business Acumen</li> <li>• Business Continuity</li> <li>• Business Environment</li> <li>• Financial Policies</li> <li>• Financial Principles</li> <li>• Financial Systems</li> <li>• Fiscal Legislation</li> <li>• GAAP</li> <li>• Legislation and Regulation</li> <li>• Occupational Health and Safety Act</li> <li>• Policies and Procedures</li> <li>• SAP Technical</li> <li>• Technical Knowledge</li> <li>• Advanced Knowledge of HIV/AIDS</li> </ul>	<ul style="list-style-type: none"> <li>• Accountancy</li> <li>• Business Objectives</li> <li>• Code of Conduct</li> <li>• Communication</li> <li>• Decision Making</li> <li>• Interpersonal</li> <li>• Planning</li> <li>• Presentation</li> <li>• Problem-Solving</li> <li>• Quality Management</li> <li>• Reporting</li> <li>• Time Management</li> <li>• Training</li> <li>• Computer</li> <li>• SAP skills</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical</li> <li>• Attention to Detail / Detail Focused</li> <li>• Confidentiality</li> <li>• Judgement</li> <li>• Professionalism</li> <li>• Pro-active</li> <li>• Reliable</li> <li>• Work Under Pressure</li> </ul>	<p><b>MINIMUM REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• SAP FI Certified</li> <li>• SAP Professional Certification</li> <li>• 3-year tertiary financial qualification (Diploma/Degree/Certificate e.g. BCom Accounting)</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• 3 years basic general accounting experience preferably with SAP exposure</li> <li>• Solution Manager knowledge would be advantageous</li> <li>• Computer literacy with intermediate Microsoft Office skills</li> <li>• At least 1 full implementation lifecycle in FI Module</li> <li>• SAP K2 functional level achieved</li> </ul>						
<p>Please apply by completing an internal application form and submitting this together with your complete CV to: Manager: Recruitment &amp; Selection: PRASA, Private Bag X101, Braamfontein, 2017, Or 1st Floor, PRASA Umjantshi House, 30 Wolmarans Street, Braamfontein. For the attention of: Katleho Musa or e-mail kmusa@prasa.com</p>			<p><b>CLOSING DATE: 13<sup>th</sup> April 2023</b>  <i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>						
<p>By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy. PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act 4 of 2013 (“POPI”)  A copy of PRASA’s Privacy notice is available on the website or on request.</p>									
<b>ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION</b>	As per PRASA Employment Equity Plan, this position is earmarked as follows:	<b>MALE</b>				<b>FEMALE</b>			
		African X	Indian X	Coloured X	White	African X	Indian X	Coloured X	White X