

# VACANCY

**Position:** PAYROLL ADMINISTRATOR  
**Job Grade:** C3  
**Location:** Head Office, Eros, Windhoek

This position reports to the Senior Human Capital Consultant: Human Resource Services & Payroll; and is accountable for the coordination and administration of the payroll and related functions of NHE.

## Key Performance Areas:

- Process monthly payroll documentations including salaries, benefits, 3rd party payments garnishments, taxes, and other deductions accurately and within defined deadlines.
- Accurate and timely processing of payroll updates i.e. new hires, terminations, transfers, promotions and changes to pay rates including ad-hoc salary increases and bonuses payment.
- Prepare payroll documentations for, Workmen's Compensation returns, NTA levy documents and returns to the Ministry of Finance and Public Enterprises, and Social Security Commission, distribution of tax certificates to staff.
- Liaise between HR, divisional offices, retirement fund administrators and medical aid administrators on all and any salary related matters.
- Capturing and deducting staff loans or advances made to employees on the payroll system.
- Full function of Pension Fund Administration (new members, terminations, home loans and amendments).
- Facilitates audits (internal and external) by providing records and documentation to auditors.
- Leave and other payroll related management.
- Month end financial reconciliations of all payrolls. Balance payroll cost to relevant division and report costing to finance manager.
- Comply with document retention standards & practices, confidentiality and maintaining accurate payroll records and updated employees' files.
- Produce accurate and timely reports of all data as required by the business including month-end reports, and any ad hoc reports as and when required and distribute to the relevant managers if required.
- Attend to regular pay queries promptly.
- Support with payroll and ad hoc projects related to human capital.

## Competencies Required

### Knowledge:

- Payroll, remuneration and benefits administration.
- Relevant Labour legislation.
- Company policies and procedures.
- Project management

Skills:

- Good communication and interpersonal skills.
- Organizational skills.
- Consulting, negotiation and analytical skills.
- People management skills and the ability to work on a team.
- Deadline driven.
- Numerical skills.
- Report writing skills.

**Minimum qualification and experience Requirements:**

- Degree in Human Resource Management/Bachelor of Commerce in Human Resources Management.
- Three (3) years' proven experience in both Human Resources with extensive experience in computerise payroll environment.
- Solid knowledge and experience of Sage VIP Payroll a distinct advantage.
- Understanding and application of relevant statutory and non-statutory regulations including but limited to Labour Act, Affirmative Action Act, Tax legislations, Social Security Act, PAYE, pension fund and medical aid administration.
  - Proficiency in the application of MS Office Suite.

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages.

People with disabilities meeting requirements are encouraged to apply.

Only shortlisted candidate will be contacted, and no documents will be returned.

Applications should be addresses and or hand delivered to:

**The Chief Executive Officer**

**Attention: The Executive: Human Capital & Strategy**

**NHE Head Office**

**7. Gen. Murtala Muhammed Ave.**

**PO Box 20192, Eros,**

**Windhoek**

Only e-mailed applications will be accepted emailed to: [recruitment@nhe.com.na](mailto:recruitment@nhe.com.na)

**CLOSING DATE: 03 JULY 2024**