



Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.

Senior Payroll Officer

Location: Husab Mine

Reports to the Manager: Remuneration

MAIN PURPOSE OF JOB

To execute and administer the payroll functions and employee benefits in order to ensure the timeous transfer and accurate payment of wages, salaries, benefits and deductions.

Key Performance Areas:

- Process and collate all payroll data and ensure correctness.
- Ensure adherence to payroll cut off dates and relevant deadlines.
- Ensures complete confidentiality of payroll data.
- Check salary reconciliations before executing payments/ deductions.
- Handle all payroll related queries.
- Execute court orders and garnishee deductions and inform employees thereof.
- Ensuring all statutory payments are made by checking/ analyzing variances.
- Execute the Year End and Tax Year End process.
- Print and distribute pay slips.
- Maintain SAP Payroll module.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Adhere to all laid down SHERQ standards, practices, policies, procedures, rules and regulations.

Requirements and experience:

- Grade 12 plus BComm in Accounting/Management Accounting/ BTech Degree in Human Resources Management OR
- National Diploma in Human Resources Management or related qualification.
- 6 Years' experience as a Senior Payroll Officer preferably on the SAP payroll system.
- Supervisory experience will be an added advantage.
- Sound experience in the application of Namibian tax.
- Sound experience in reconciling Payroll and the General Ledger.
- Sound experience dealing with internal customer and benefit administration.
- Experience in the Mining industry will be an added advantage.
- Code B/BE Driving license

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your cv's and other relevant documents to recruitment@cgnpc.com.cn by **30 September 2017**.

Previously disadvantaged Namibians are encouraged to apply.

Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.

Applications received that do not meet the criteria will not be considered.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.