

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.

Junior Officer Benefits & Payroll

Location: Husab Site

Reports to the Superintendent: Remuneration, Benefits & Recruitment

MAIN PURPOSE OF JOB

To assist the payroll-, remuneration- and benefits sections with accurate data capturing, filing, benefits administration and document control and to ensure proper record keeping for auditing purposes.

Key Performance Areas:

- Assists the payroll section with the verification of time sheets, overtime, contops allowance, etc. in preparation for the upload sheet.
- Assists the payroll section with the sorting of payroll documents and preparation of payroll upload sheets.
- Verifies leave applications in line with the leave policy and prepares the upload sheet.
- Prints payslips and sorts them per department for distribution.
- Assists with the distribution of tax certificates within the required timeframe.
- Handles all requests for reissuing of tax certificates.
- Ensures adherence to payroll cut-off dates and relevant deadlines.
- Ensures that adequate steps are taken to maintain the confidentiality of payroll data.
- Handles all payroll related queries by deciding on the appropriate feedback and corrective action to be taken to resolve the query.
- Checks court order and garnishee deductions and informs relevant employees thereof.
- Responsible for registration of all benefits administration with the relevant third parties, i.e. provident fund, medical aid, social security, etc.
- Conducts leave reconciliations as and when required from end user departments.
- Drafts confirmation of employment letters for employees.
- Assists with document control and filing of all employee information.
- Responsible for document control of all payroll related payments, data and deductions
- Maintains an efficient and confidential filing and record keeping system for the safekeeping of all processed and various other documentation.
- Establishes and maintains sound working relationships with co-workers and external stakeholders;
- Maintains professional and technical knowledge and skills through constant self- development.

Requirements and experience:

- Grade 12 with English, Mathematics and/or Accounting.
- Certificate in Human Resources Management or Payroll administration will be an added advantage.
- At least 2 years' experience in a Payroll and HR administration environment.
- SAP PY and PA experience.
- Benefits administration experience.
- Valid Code B Drivers' 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 and other relevant documents to recruitment@cgnpc.com.cn by **28 May 2019**.

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.