

Job Title:	HR and Payroll Officer	Job Grade:	
Department:	HR Department	Job Code:	200807
Location: Head Office	Pretoria CBD	Travel:	No
Level/Salary Range:	negotiable	Position Type:	Permanent
HR Contact: Mr. Aarnold Meke	012-333-3707 / 064-9914-205 / careers@lesira.co.za	Date posted:	26/ 11/ 2020
Advert Type	Internal/External Advert	Expires:	29 January 2021
Mentor/Reporting To	HR Executive		
Other Requirements	Drivers Licence		

JOB DESCRIPTION

Job Purpose: As the HR and Payroll Officer, you are required to provide support in the areas of HR Compliance, HR Administration, HR Development, Employee Relations, managing payroll and leave administration. You will be responsible for tracking and managing the company's payroll data. You will be required to track employee work hours, prepare compensation checks, calculate bonuses and allowances, and respond to employee queries about wages and deductions

Key Performance Area	KPI
Payroll and Benefits 10%	<ul style="list-style-type: none"> • Making sure that staff get paid correctly and on time, Pensions and benefits administration • Ensuring meticulous implementation of payroll and benefits administration.
Data analyst and reporting 10%	<ul style="list-style-type: none"> • Ensuring accurate and proper record-keeping of employee information in electronic and digital format.
Recruitment Assistance 15%	<ul style="list-style-type: none"> • Preparing job descriptions, advertising vacant positions, and managing the employment process.
Staff Performance 10%	<ul style="list-style-type: none"> • Monitoring staff performance and attendance.
Administration Support 10%	<ul style="list-style-type: none"> • Gather and submit information for Skills, Employment Equity and BEE purposes.
HR Regulations 5%	<ul style="list-style-type: none"> • Manage risk by being compliant with South Africa labour laws and recommendations. • Stay abreast of all labour legislation and evolving needs of the employer and its employees
Communication 20%	<ul style="list-style-type: none"> • Drive positive communication within the Division through a weekly newsletter - create content, design and distribute.
Interdepartmental liaising and reports, 20%	<ul style="list-style-type: none"> • Management of the time and attendance system and payroll system which includes but is not limited to: <ul style="list-style-type: none"> - Processing weekly wages and monthly salaries, correctly and on-time. - Adding and terminating employees. - Process payroll changes such as promotions, increases, pro-rated payments etc. - Process necessary deductions including AOD's, garnishees etc. - Ensuring leave transactions are recorded correctly.

SKILLS/QUALIFICATIONS MINIMUM REQUIREMENTS:

- STD 10/ Matric/ Grade 12
- National Diploma in HRM
- Certification in Payroll field
- 2 – 5 years' extensive HR/Payroll experience
- 3 Years payroll experience within a large organisation, working with a biometrics time and attendance system and processing weekly and monthly wages/salary payments. MS Excel experience is a must.
- Sound experience with payroll programs is a must.