

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries, and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development, and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

**Payroll Manager**

**Salary total package: Negotiable**

**Centre: Centurion**

**(Ref.WS10/022022)**

**Job Summary:**

To manage the remuneration, payroll and benefits function within the South African Weather Services (SAWS) in line with stipulated deadlines, high accuracy levels and in compliance with company policies and procedures.

**Key Performance Areas:**

- Manage the overall Remuneration, Benefits and Payroll functions
- Implementation and regular review of legal compliance, remuneration and benefits process, systems, procedures and practices
- Adhere to policies and procedures in Compensation, Remuneration, Benefits and Incentives Schemes
- Review and provide input on new hire salary offers, salary levels, packages, grading and evaluations within the organization
- Maintain all aspects of remuneration and payroll with emphasis on confidentiality and accuracy
- Accountable for the integrity of data on the payroll management information system;

- Manage third party payments for PAYE, UIF, SDL, Pension as well as Medical Aid and ensure that they are done on time and are accurately
- Perform monthly analytical checks and reconcile payroll at the end of each month
- Prioritise and manage workload to prepare and run monthly pay runs within a specified time limit including calculating and verifying information received, inputting data into VIP; resolving all pay queries as well as ensure compliance with statutory requirements in respect of Income Tax and other legislations
- Ensure full compliance with relevant statutory requirements tax tables, medical aid allowances, UIF changes and any other necessary updates based on changes in legislation are updated on the VIP system as and when required
- Ensure compliance with Total Quality Management principles and processes

#### **Required Minimum Education/Training:**

- A BCom degree in Finance or Human Resource Management qualification or equivalent

#### **Required Minimum Work Experience:**

- A minimum of 5 years' relevant experience in the payroll environment
- Experience in the VIP Salary Software
- Minimum 3 years' experience as a Manager or Senior Consultant in Payroll

#### **Technical and Behavioural Competencies Required:**

- SAWS reserves the right to authenticate and check the candidate's knowledge and competence in VIP Salary Software
- End to end understanding of payroll and remuneration processes and procedures
- Well-developed interpersonal skills and ability to handle confidential matters in a professional and ethical manner
- Provide an efficient and friendly service to employee's duties in line with expected professional standards
- Good computer literacy skills
- Ability to work under pressure in a highly deadline driven environment with the need to occasionally work outside of the normal business hours to process payroll

**Please Note:**

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

**Enquiries for the above-mentioned positions must be directed to: Ms Thembisa Bixa, at Tel. (012) 367 6208.**

**Closing Date: 18 February 2022**

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians and Coloureds (AIC). Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.

<b>Record Reference</b>	HCM-ADVERT- WS10/022022
-------------------------	-------------------------

