



WELWITCHIA UNIVERSITY

WHERE EVERYONE IS AN ACHIEVER

Welwitchia University is inviting qualified candidates to apply for a position below.

EXTERNAL VACANCY

Position: Payroll and HR Administration Officer

Duty Station: Windhoek City Campus

PRIMARY PURPOSE OF THE POSITION

- Provide HR administrative services, from recruitment and selection of staff to onboarding.
- Maintain and update HR information to ensure that all personnel information is properly and accurately captured correctly.
- To ensure effective and efficient administration of compensation and benefits, including processing salary inputs, third-party payments, returns, monthly payroll reports, maintaining the payroll license.
- Ensure compliance with ITAS returns, SSC submissions, and accurate payroll processing.
- Report to the Senior Human Resources Officer.

MINIMUM REQUIREMENTS

- Bachelor's degree in Human Resources Management or a relevant field.
- At least five (5) years relevant experience in payroll administration.
- Experience in accounting will be an advantage.
- Proficient in using the Sage300 People payroll system.
- Understanding of Basic Income Tax.
- Knowledge of relevant employment legislation.
- Knowledge of standard payroll and HR policies.
- Good understanding of record keeping and confidentiality.
- Good time management and ability to meet deadlines.
- Advanced computer skills.
- Proficiency in Microsoft Excel will be an advantage.
- Excellent interpersonal and communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.

Persons from the designated groups in terms of the Affirmative Action Act, Act 29 of 1998 are encouraged to apply. All foreign qualifications must be evaluated by the NQA. View the full detailed vacancies advertisement on our website: www.welwitchia.com.na and on NIEIS: <https://nieis.namibiaatwork.gov.na/my-listings/Job>

Only shortlisted candidates will be contacted. Applications must be submitted in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications and sent to: hr@welwitchia.com.na No late applications will be accepted.

Closing date for applications: 24 September 2024