




Lady Pohamba Private Hospital is a 298-bed, state-of-the-art private hospital in Windhoek, Namibia

 **LADY POHAMBA** has the following **VACANCY**:
private hospital

HUMAN RESOURCES PAYROLL OFFICER

We are pursuing a **Human Resources Payroll Officer** whose first concern is the effective processing of the hospital payroll in a timely and accurate manner. Professionalism should be the main philosophy underlying practice. The incumbent should possess attention to detail skills, have a sound knowledge of payroll systems, as well as have well-developed organisational, interpersonal, communication and decision-making skills. Must efficiently manage and control the HR Payroll Functions.

KEY PERFORMANCE INDICATORS:

The incumbent will be responsible and accountable for:

- Payroll Administration and Services.
- Conducting monthly audits and reconciliations of payroll inputs and discrepancies
- Preparing payroll audit trails and exception reports.
- Manages the process of payroll third party payments ensuring timely, valid, and accurate payment data is provided to the Finance department for payment.
- Managing the administration and processing of PAYE and Social Security procedures
- Handle confidential payroll matters
- Work independently with good planning and organising skills
- Must have excellent knowledge of Namibia's Labour Law and Tax Legislation
- Assist with Affirmative Action Compliance Report
- Developing ad hoc financial and operational reports as needed
- Attention to detail, a solid grasp of mathematics
- A high degree of professionalism, confidentiality, and discretion.

QUALIFICATIONS AND EXPERIENCE:

Degree / Diploma in Human Resources Management. 5 years' Experience in payroll processing. D-Bit payroll processing is an added advantage.

The closing date: 21 June 2024
Resumes may be submitted to cv@lpph.com.na