



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 Manager

As a result of the company's continued growth and operational expansion, applications are invited from suitably qualified and experienced candidates for the position of **Payroll Manager**. The successful candidate will be primarily accountable for the accurate, confidential, compliant, and timely administration of the full payroll function. The role also requires the professional competence and practical experience necessary to perform broader Human Resources Manager responsibilities when required. The ideal candidate will be a hands-on professional with strong payroll expertise, sound HR management capability, high ethical standards, and proven leadership, analytical, organisational, communication, and decision-making skills.

KEY PERFORMANCE AREAS

The Payroll Manager will be responsible for the following key performance areas:

- **Payroll Management:**

Manage the complete payroll cycle, including payroll inputs, salaries, overtime, allowances, deductions, leave adjustments, benefits, statutory contributions, banking files, payslips, reconciliations, and payroll reporting. Ensure that all payroll transactions are accurate, confidential, properly authorised, and processed within prescribed deadlines.

- **Compliance and Legal:**

Ensure full compliance with applicable Namibian labour, tax, social security, employment equity, and other statutory requirements. Maintain complete and accurate payroll and employee records, coordinate internal and external audits, submit statutory returns, and implement effective payroll and HR controls.

- **Leadership:**

Lead and coordinate the payroll and HR administration functions, allocate and monitor work, develop staff capability, enforce approved policies and procedures, and promote effective collaboration across all organisational levels.

- **Relationship and Stakeholder Management:**

Maintain effective working relationships with employees, management, finance, auditors, service providers, regulators, and other stakeholders to ensure responsive, accurate, and professional payroll support.

- **Compensation and benefits:**

Administer salary structures and employee benefits, maintain accurate remuneration records, support annual salary and benefit reviews, and ensure that all approved changes are properly documented and accurately reflected in payroll.

- **Reporting:**

Prepare accurate and timely payroll, headcount, labour cost, leave, statutory, and management reports. Analyse payroll and HR data, investigate discrepancies and trends, and provide reliable information and recommendations to support management decision-making.

KEY PERFORMANCE INDICATORS

- Payroll is processed accurately, confidentially, and within approved deadlines.
- Payroll reconciliations, statutory submissions, and payments are completed accurately and on time.
- Payroll discrepancies, employee queries, and audit findings are resolved promptly and effectively.
- Employee and payroll records remain complete, accurate, secure, and audit-ready.
- HR policies, labour requirements, and internal controls are consistently applied and monitored.
- Management reports are accurate, relevant, and submitted within agreed reporting timelines.
- Payroll and HR administration staff are effectively supervised, supported, and held accountable for performance.

MINIMUM REQUIREMENTS

- A Bachelor's degree in Human Resource Management, Industrial Psychology, Business Administration, Finance, Payroll Administration, or a related field.
- A recognised payroll qualification or substantial formal payroll training will be an advantage.
- A minimum of eight years' progressive HR and payroll experience, including relevant experience in an HR supervisory or management capacity.
- Demonstrated responsibility for end-to-end payroll processing in a medium to large organisation, including reconciliations, statutory submissions, reporting, audits, and payroll controls.
- Sound working knowledge of Namibian labour legislation, PAYE, Social Security, employment equity requirements, and accepted HR and payroll practices.
- Proficiency in payroll and HR information systems, Microsoft Excel, and the preparation and analysis of payroll and management reports.
- Experience with D-Bit payroll processing will be an added advantage.
- Proven ability to manage confidential information with integrity, discretion, accuracy, and sound judgement.
- Strong leadership, planning, analytical, problem-solving, communication, interpersonal, and stakeholder-management skills.
- The ability to work under pressure, manage competing deadlines, and maintain consistently high standards of accuracy and service delivery.

The closing date: 06 October 2026

Resumes may be submitted to: jobfound002@gmail.com