



OHORONGO Cement has recently opened a brand new cement factory in the vicinity of Otavi in northern Namibia. This has become the most modern cement plant in Africa. We are member of the German SCHWENK family, who has 160 year experience in cement manufacturing. To ensure the Excellency of this new cement plant, we are looking for highly motivated employees who will contribute in different positions with their individual skills to the success of the plant. As an important player in the Namibian economy, Ohorongo Cement reduces unemployment, develops skills and delivers cement of world class quality to Namibia and abroad.

PAYROLL OFFICER

Reporting Plant HR Superintendent, the payroll officer will be responsible overall payroll aspect in terms of administration, legal requirements and implementation of systems and policies. This position is Otavi based – Plant Sargberg.

Responsibilities

- Ensure that payroll efficiently is achieved by timorously collecting payroll information on a weekly/monthly basis.
- Monitor the time and attendance system on a daily on the Jarrison system. Spot deviation and report to the HR Superintendent with immediate effect.
- Assist in the interpretation of time and attendance reports.
- Monitor the actual exceptional reports for deviation or variances. Report to HR Superintendent for confirmation with relevant HOD and correction.
- Ensure that time and attendance reports from all HOD's are collected in time preparation for payroll processing.
- Resolve payroll discrepancies by collecting and analysing information.
- Provide payroll information by answering to employees' queries and request.
- Maintain payroll operation by following policies and procedures and reporting needed changes.
- Maintain employee confidence and protects payroll operations by keeping information confidential.
- Contribute to team effort by accomplishing related results as needed.
- Carriers out other assignments as delegated by HR Manager.
- Reconciliation of all leaves types, medical aid and social security.

Requirements

- Grade 12 and Diploma in Accounting or equivalent qualification.
- VIP experience.
- Excellent working knowledge of Microsoft Excel.
- Proven ability to utilise and develop computerised spreadsheets and word processing applications.
- Excellent communication skills.
- Good analytical skills.
- Attention to detail and through data entry skills.
- Ability to organise own workload, adapt quickly and deliver under extreme pressure and deadlines.
- Ability to communicate clearly, timely and accurately.

Remuneration

In return we offer competitive income potential, depending on skills and attributes.

Deadline/Contact

If you meet the requirements, hand in your comprehensive CV by the latest 29 February 2012 to:

Ohorongo Cement (PTY) LTD, Ohorongo Cement Plant Sargberg; Mangulula Shilongo;

E-Mail: shilongo.mangulula@ohorongo-cement.com

Note: No faxed applications will be considered and only short-listed candidates would be contacted.

Women and previously disadvantaged people are encouraged to apply. No documents will be returned to applicants.

