



Vacancy: Payroll Co-Ordinator

MIET AFRICA, a regional NGO working in education development, requires a **Payroll Co-ordinator**. This is a two year contract position. The successful applicant will be based at MIET AFRICA's head office in Durban, South Africa.

Key tasks

1. Pastel payroll—maintain relevant systems, procedures and controls relating to:
 - Pastel payroll capturing and processing—timely and accurate monthly processing.
 - Input of monthly travel and subsistence.
 - Ensure timesheets are obtained monthly.
 - Input staff leave in compliance with conditions of employment.
 - Administering and balancing of medical aid and provident fund/TSA monthly.
 - Maintain payroll control files with all relevant payroll reports.

2. Statutory returns—submit timely and accurate statutory returns, such as:
 - Monthly EMP201.
 - Bi-annual PAYE reconciliations.
 - Annual Employment Equity returns.
 - Annual SETA returns.
 - Annual COID returns.
 - Quarterly STATS SA returns.
 - Data management and filing.

Requirements

- Matriculation, and relevant qualification in Pastel Payroll.
- Minimum of five years' experience in Pastel payroll, including troubleshooting, with a payroll of at least 300 staff.
- Strict adherence to systems, procedures and controls that ensure payroll records are correctly and accurately recorded.
- Extensive knowledge of statutory compliance / requirements.
- Excellent computer skills, including proficiency in Microsoft Word, Excel and Outlook.
- Excellent information / data management skills.
- Attention to detail.
- A commitment and professional ethical standards.
- Collaborative work style and commitment to meet set deadlines.
- Code B/EB (Code 8) driver's licence.
- Experience in the NGO environment an advantage.

Interested applicants should email:

- 1) A letter of application, clearly stating “**PAYROLL CO-ORDINATOR**”
- 2) Curriculum Vitae (CV)
- 3) Copy of ID or passport
- 4) Copy of driver’s licence
- 5) Copy of latest salary slip
- 6) Copy of the following qualifications:
 - Grade 12 / matric certificate
 - Pastel payroll
 - Other relevant qualifications

To: desere@miet.co.za

Note:

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post or to re-advertise to widen the pool of applicants.

The salary package will be discussed with the successful candidate.

Closing date for submission is 10 May 2022.

Kindly note should you not be contacted within two weeks, please consider your application unsuccessful.

We respect your right to privacy and therefore aim to ensure that we comply with the legal requirement of the POPI Act which regulates the manner in which we collect, process, store, share and destroy any personal information which you have provided to us.

We have updated our privacy policy according to, and in compliance with, POPIA. The personal information that we collect depends on the context of your interaction with us, the choices you make and the products and features you use. We are committed to protecting your personal information and your right to privacy. Our updated policy can be viewed at www.mietafrica.org