

Job Specification

Job Title	Remuneration and Benefits Officer
Category	Permanent Position
Division	Finance
Reporting To	Remuneration and Benefits Manager
Job Level	Paterson Grade C3
Job Purpose Statement	To provide effective remuneration and benefits administration service to Dube TradePort Corporation, throughout the payroll creation, development and processing cycles. Maintain accurate employee data on the HR employee management system, as well as maintenance of employee folders.
Key Performance Areas	<p>Create and maintain employee records on the employee management and payroll system</p> <ul style="list-style-type: none"> • Create new employees on the employee management and payroll system, accurately in terms of biographical details, banking information, SARS information, pay rate, benefits, deductions, allowances, leave accruals, etc. • Maintain existing employees on the employee management and payroll system, in terms of changes to biographical details, pay rate, leave accruals, etc. <p>Create and Maintain System and set up information</p> <ul style="list-style-type: none"> • Maintain a master file amendment schedule for audit purposes. • Calculate and process all overtime, public holiday and Sunday time and call out as per schedules. • Process all subsistence and travel claims once approved according to internal policies and procedures. • Process all administration orders, emoluments and garnishees. • Process status changes on employee records, e.g. promotion, transfers, etc. • Run accurate month-end and ad hoc payrolls to ensure timeous payment of employees, executives and board members. • Ensure that the necessary system codes are created for all aspects of the remuneration and salary administration policies and procedures within the DTPC. • Create remuneration structure on the payroll system to ensure that tax and third party payments (medical aid, retirement fund, group risk) are correctly processed. • Compile and maintain 3rd party payment

	<p>schedules for Union Contributions, RA, Medical Aid, Provident Fund, Group Risk, Complimed, etc.</p> <ul style="list-style-type: none"> ● Perform any reconciliations required between payroll and financial data in the general ledger. ● All IRP5's are processed and printed at the end of each tax year. ● Liaise with 3rd parties in terms of queries, reconciliation items and payment schedules.
<p>Leave Administration, Overtime and Attendance Management</p>	<ul style="list-style-type: none"> ● Manage and maintain the electronic leave system on VIP. ● Granting employee's access to the ESS (employee self-service) system, in order for them to capture any of their leave requests. ● Final checking and approval of leave submitted and approved by each line manager on the electronic leave system. ● Ensure the effective management of the leave system - accruals, balances and compliance requirements. ● Submission of leave liability report to Finance for both mid-year and financial year end reporting. ● Monitor leave accruals that they do not exceed the maximum threshold, send out reminders to line managers and employees and ensure that forfeiture takes place in accordance with policy. ● Produce overtime schedules to monitor excessive overtime and forward to line managers for them to manage and remain compliant. ● Maintain the Time and Attendance System and ensure that all employees are registered on the system. ● Produce monthly attendance reports and forward to line managers in order for them to manage their employees attendance and leave.
<p>Entry and Exit Management</p>	<ul style="list-style-type: none"> ● Onboard new employees/contractors by ensuring that all the necessary documentation is completed, in accordance with our policies and procedures. ● Explain the benefits to new employees/contractors in order for them to make informed decisions regarding their benefits. ● Benefit application forms are completed and submitted to 3rd parties, accurately and timeously. ● Create, manage and maintain employee folders, and ensure all documentation is filed accurately and timeously.

- Notify all relevant departments of the details of any new employees/contractors, timeously.
- Process all termination activities on the employee management and payroll system.
- Ensuring accurate final payment calculations and payments are made.
- Apply for tax directives where necessary.
- Ensure that any final deductions for monies still owing to DTPC, are made. Or if necessary, Acknowledgement of Debts are signed and monitored for repayment.
- Ensure notification of employees/contractors exiting are communicated to the relevant parties to cancel their access to any systems, etc.

**HR Information and
General
Administration**

- Manage and prepare acknowledgement of debts.
- Capture HR related information of employees, e.g. performance management, learning and developmet, employment equity, etc. to ensure that the HRIS is an effective reporting tool.
- Collection and accurate filing of all performance management documentation.
- Maintenance of the performance management tracker.
- Quality checking that the Annual Performance Scorecards are complete and the ratings are calculated correctly.
- Maintain a filing system for all documents necessary for carrying out daily duties and to ensure no internal or external audit findings and queries.
- Ensure recruitment packs and employee files are complete and compliant.
- Attend to all queries and provide feedback timeously.
- Provide confirmation of emploment to external parties.
- Investigate payroll reconciliation items.
- Prepare reports and statistics for management and Exco, as necessary or requested.
- Submission of quartely employment statistics to Statistics SA.

**Qualifications,
Knowledge,
Skills and
Behavioural
Competencies
Required**

- Submission of the Return of Earnings to DoL and obtaining of the Letter of Good Standing.
- Maintaining employee data on government Central System Database (CSD).
- Develop non-standard and customised reports as required.
- Manage IOD (Injury on Duty) claims and documentation on the SHEQ System.
- Support the Remuneration and Benefits Manager on any other adhoc requirements.
- Perform any other Remuneration and Benefits, and HR administrative functions, as may be required, from time to time.

- Diploma in HR, Finance, Accounting or similar.
- Preference will be at Degree level.
- 3-5 years' experience in payroll administration in an organization where payroll process is completely in-sourced with at least 150+ employees.
- General HR administrative and accounting experience will be an added advantage.
- Knowledge and understanding of taxation as it pertains to remuneration and benefits.
- Knowledge and understanding of different benefits and remuneration structures.
- Familiarity with remuneration and job grading principles.
- MS Office experience, with strong Excel skills.
- Payroll software experience, with VIP/SAGE experience as an added advantage.
- Excellent Planning and Organizing Skills.
- Very strong numerical skills.
- Very high level of attention to detail and accuracy.
- Ability to deal with sensitive issues with discretion and good judgment.
- Ability to work independently, under pressure and to tight deadlines.
- High level of integrity.
- Strong verbal and written communication skills.
- Strong people orientation and ability to deal with difficult situations.
- Team player.
- Strong work ethic.

	<ul style="list-style-type: none"> Speak isiZulu, would be an added advantage.
Opening Date	16 September 2020
Closing Date	5 October 2020
Employment Equity	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> Shortlisting of CVs based on minimum requirements of the role; 1st Round Panel Interview; Psychometric Assessment/s; Verification Checks; and 2nd Round Panel Interview, if required.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> Criminal; Credit (position of trust) and Financial dealings, if relevant to position; Qualifications; Reference Checks; South African citizen; and Positive verification of current remuneration package.
Remuneration and Benefits	<p>R375,547 – R525,790 Annual Basic Salary.</p> <p>R506-15 Medical Aid Allowance per month.</p> <p>Company Contribution to Provident Fund and Approved Group Risk Benefit.</p> <p>20 Working days leave per annum.</p>
Application Forwarding Details	<p>Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>