



Address: 2088 Block H, Soshanguve, 0152

P.O. Box 468, Soshanguve, 0152

Tel: +27 12 799 2422 / 2880

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SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve, within the City of Tshwane, Gauteng. SRC was founded in 2004 and aims to be a world-class health research organisation, benefitting local communities while making a global impact.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply.

Ref No: SRC-06-2024

Payroll and Human Resource Officer

Fixed term contract: Contract subject to possible renewal depending on funding and/or project duration)

Experience and qualifications:

- HR related degree or diploma
- At least 3 years' experience in a comprehensive payroll functioning role, in a medium to large sized company (100 employees or more)
- Sage 300 People experience advantageous
- Previous experience in a medical research environment is advantageous

Key responsibilities include:

Payroll Management

- Manage the salary function of the organisation and ensure that salaries are paid timeously and accurately to all employees.
- Responding to employee payroll queries
- Management of Sage 300 People system, including: Company detail, hierarchy setup, company rule, payroll definitions, custom calculation management, remuneration structures, beneficiary setup, retirement fund setup, medical aid setup, payments and data export
- Ensure that adequate record keeping is maintained for all payroll related information.
- Use time-saving utilities and features to streamline the payroll process
- Extracting Sage 300 People reports to be used for verifying employee information and reconciling payslip values for the payment of accurate net salaries, third party payments and statutory payments.
- Follow proper reconciliation procedures and maintaining good payroll control measures.
- Submission to finance of all payroll reports including EMP201 and payroll bank file
- Management of fringe benefits provided to employees.
- Submission of fringe benefit schedules to service providers, reconciliation back to payroll.
- Submission of Stats SA reports
- Releasing of payslips on Sage ESS
- Management of ESS
- Submission and release of the IRP5 and EMP501 reports
- Submission of documentation to service providers ie: Medical aid, provident fund, group life
- UIF declaration report to department of labour
- COIDA submission annually
- Ensure compliance with legislative requirements, specifically including Department of Labour submissions.

Training and development

- Administer relevant staff trainings
- Ensure that the learning and development programs are in line with the overall business/functions human resource objectives and goals



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Employment Relations

- Advice on ER issues in line with SA legislation, company policy and precedents set, taking account of relevant business objectives/imperatives and industry best practice, in order to minimise legal risks.
- Ensure fairness and compliance of disciplinary hearings, grievances, and appeal hearings.
- Support and provide on-going advice to the HODs on ER related matters.
- Assist in facilitating training and communicate ER related policies and guidelines to HODs
- Reduce CCMA (The Commission of Conciliation Mediation and Arbitration) referrals and internal disciplinary hearings by providing sound advice to both HODs and staff.
- Continually monitor effectiveness and compliance with guidelines
- Ensure open communication channels on ER issues

HR Admin

- Scheduling of interviews
- Processing of onboarding documents.
- Processing of termination documents
- Arranging of induction
- Capturing of new employees on ERS
- Processing of timesheets
- HR Filing of payroll and employee information
- Any other reasonable request

The candidate will be based at Setshaba Research Centre in Soshanguve

REMUNERATION

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

Please email your CV and Qualifications to hr@setshaba.org.za or alternatively deliver to Setshaba Research Centre, 2088 Block H, Soshanguve, 0152

Always quote Ref no. and position on your application. No CVs without qualifications will be considered.

Closing date for submission of CVs: 20 June 2024 Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful.

NB. Setshaba Research Centre reserves the right not to appoint.