



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-16-2026

Payroll Officer

Permanent

Job Purpose: To effectively manage the payroll function at SRC.

Qualifications & Experience

- 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) preferably using systems such as Sage 300 People.
- Strong Excel Skills
- Strong understanding of payroll compliance relating to PAYE, UIF, SDL, COIDA, tax directives, and year-end tax submissions (IRP5/EMP501).
- Experience in compiling monthly payroll reports, including payroll variance reports and overtime reports.
- Previous experience in a medical research environment is advantageous.

Responsibilities

- Manage the full payroll function and administer the Sage 300 People payroll system.
- Process monthly payroll, payroll reconciliations, bank files, and payroll reports, ensuring accurate and timely salary payments.
- Prepare and submit statutory returns, including EMP201, EMP501, IRP5, UIF, COIDA, and Stats SA submissions.
- Administer employee benefits, including medical aid, retirement funds, Employee Self-Service (ESS), and liaise with payroll-related service providers.
- Coordinate Employment Equity administration and reporting.
- Maintain HR and payroll systems, process timesheets, and ensure employee data is accurate and up to date.
- Manage the employee exit process, including terminations, system deactivation, Certificates of Service, and staff movement reporting.
- Maintain accurate payroll records, employee files, and HR documentation.
- Ensure compliance with payroll, employment, and Employment Equity legislation, and perform other payroll and HR-related duties as required.

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

Closing date for submission of CVs: **20 July 2026**. 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.