



Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

Position : **Human Resource Officer: Payroll and Recruitment**
Employment Status : **Permanent**
Department : **Corporate Services**

Purpose of the Job: Reporting to the HR Manager, the incumbent will be responsible to manage and co-ordinate all payroll activities. Over and above ensuring that employees are paid correctly he/she will assume responsibility for employee benefits, statutory requirements, reporting and rendering an excellent customer experience in line with JOSHCO values.

Responsibilities (but not limited to the following):

- Coordinate response handling: receive all CV's, shortlisting candidates, prepare interviews, conducting interviews and reference checks.
- Prepare motivation to fill vacancies/staff request and check accuracy of the draft advert.
- Perform administration duties, which include pension fund administration and medical aid queries.
- Ensure the payroll input is completed accurately and within time-frames.
- Assist employees with structuring their packages
- Investigate and report payroll anomalies
- Manage all statutory deductions including garnishee orders
- Balance and reconcile payroll monthly
- Ensure adherence to policies and procedures
- Prepare the monthly payroll file for sign-off
- Monthly reconciliation of annual leave and distribution of same to various departments
- Ensure timely distribution of pay slips.
- Advise management of any changes in legislation.

Minimum job requirements, interested applicants must be in possession of:

- Grade 12 certificate or equivalent.
- National Diploma / Degree in Human Resource Management / Payroll / equivalent
- At least 03 years' experience in SAP Payroll,
- Basic understanding of finance principles
- Extensive knowledge of Human Resource management practices and procedures.

- Basic understanding of finance principles
- Knowledge of relevant legislation.

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- **Generic skills:** Communication, Facilitation, Conflict Management, Planning and Organizational, Relationship Management, Teamwork and Project Management.
- **Management and leadership skills:** Project Management, People Management, Planning and Organizing, Problem Solving, Ethical, Negotiation Skills, Gather and Analyze Information.
- **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovation.

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link:



<https://share-eu1.hsforms.com/1zzUSCQE3RdG2HGuQG0OXsgew554>

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

Closing date is 30 May 2023