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Johannesburg Social Housing Company

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19 JANUARY 2021

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). **We invite suitably qualified and experienced persons to apply for the following vacant position.**

Position : **Human Resource Officer: Payroll**
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):

- Ensure accurate capturing and processing of payroll
- Assist employees with structuring their packages
- Investigate and report payroll anomalies
- Manage all statutory deductions including garnishee orders
- Balance and reconcile payroll on a monthly basis
- Generate monthly, quarterly and annual reports as well as adhoc reports
- 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 payslips
- Advise Management of any changes in legislation

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Sipiwe Mhlongo (NED), Mr. Themba Mamba (NED), Ms. Gaby Boikanyo (NED), Mr. Xolani Dlwathi (NED), Ms. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

Registration Number: 2003/008/063/07

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

- Payroll Diploma/ HR Diploma / HR Degree
- At least 3 years' experience working in SAP Payroll
- Advanced Excel knowledge
- Basic understanding of finance principles
- At least 3 years' experience in a Payroll and Employee Benefits
- Extensive knowledge of Human Resource management practices and procedures.
- Knowledge of relevant legislation.

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

- **Generic skills:** Communication (verbal and written), Conflict Management, Planning and Organizational, Relationship Management, Teamwork and Project Management.
- **Management and leadership skills:** Project Management, Problem Solving, Ethical, Gather and Analyze Information.
- **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovation, customer service oriented, Live the JOSCHO VALUES

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za quoting the position applying for. Failure to submit the required documents will result in your application not being considered. 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: 27 January 2021