

## Career Opportunity Internal & External Advert

**Bokoni Platinum Mines** is an ARM owned mining operation situated on the eastern limb of the Bushveld Complex. This operation is planned to produce circa 400,000 oz per annum. Its project plan includes the construction of new decline shafts with combined capacity of 240,000 tons per month, a new concentrator plant, tailings storage facility and associated surface and underground infrastructure.

Applications are invited from suitably qualified and experienced persons for the position of **Officer Payroll**: The position will be based at Bokoni Platinum Mines at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo).

### Officer Payroll (C4)

#### Purpose of the Job:

To Coordinate the Payroll Administration in accordance with Company policy and legislative requirements

<b>Job Requirements:</b>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Diploma in Payroll/Finance</li> <li>• 4 Years and more payroll experience.</li> <li>• Experience in the payroll department in a mining environment.</li> <li>• Proven experience on the VIP payroll system will be an advantage.</li> <li>• Basic financial/numerical literacy.</li> <li>• Computer literacy.</li> </ul>
<b>Job Responsibilities</b> (will include the following but not limited to):	<ul style="list-style-type: none"> <li>• Communicating payroll closing dates to employees and ensure all relevant documentation is submitted to the payroll office.</li> <li>• Meet all deadlines and cut off dates of the payroll.</li> <li>• Ensure all Terminations and new Engagements are done correctly on VIP.</li> <li>• Check and verify all payroll input against actual supportive documentation and/or data received.</li> <li>• Submit verified payroll input to Payroll Coordinator for final sign off.</li> <li>• Ensure Printing and distribution of payslips.</li> <li>• Supervise the Payroll administrators.</li> <li>• Assist the Payroll Coordinator with all relevant day to day tasks in the payroll department.</li> <li>• Prepare and facilitate all 3rd party payments.</li> <li>• Ensuring that payroll information is handled with strict confidentiality.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Problem solving.</li> <li>• Ability to work under pressure.</li> <li>• Attention to detail.</li> <li>• Organised</li> <li>• Ability to work independently.</li> <li>• Team player.</li> <li>• Results orientated.</li> </ul>

**Interested applicants are invited to submit their CVs by no later than 14 June 2024. Email: [Bokoni.Recruitment@bokoniplatinum.co.za](mailto:Bokoni.Recruitment@bokoniplatinum.co.za) with subject title Officer Payroll as reference along with the following attachments:**

- Comprehensive updated CV
- Certified ID copies

- Certified copies of all qualifications

<b>Equity Statement:</b>	Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.
<b>POPIA Disclaimer</b>	<b>By sending your CV to the email address on this advertisement you agree to:</b> <ul style="list-style-type: none"><li>• The processing of your personal information and sharing it with third parties for verifications.</li><li>• The exercising of your rights provided for by POPIA.</li><li>• To acknowledge that Bokoni Platinum Mine will keep the record of your personal information confidential.</li></ul>