

KHUMANI VACANCY

PAYROLL VERIFIER CLERK

ARM INTERNAL

Paterson Grading B4

Khumani Mine invites highly skilled, motivated and dedicated individuals who would like to be part of this exciting mine and who would like to make use of this unique opportunity to grow and develop within the company to apply for the position at our operation which is situated approximately 29 km from Kathu next to the N14 in the Southern Kalahari.

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

To verify, capture and reconcile payroll data accurately and timely and report all variances, which includes but not limited to:

- Payroll data maintenance and verification
- Document control and administration
- Client relations
- Assistance to Payroll Clerk / Payroll Senior
- SHERQ adherence
- Work ethics

QUALIFICATIONS

(Essential unless otherwise indicated)

- Grade 12 with Mathematics and Accounting
- Certificate in Payroll Administration *(Recommended)*

EXPERIENCE

(Essential unless otherwise indicated)

- Minimum of two (2) years operational payroll processing, verifications and data capturing experience

OTHER REQUIREMENTS

(Essential unless otherwise indicated)

Medically fit

- Meet required medical fitness standards

KNOWLEDGE, SKILLS & COMPETENCIES

- **Interpersonal skills**
 - Ability to interpret information / data
- **Accuracy**
 - Ability to work with accuracy and precision
- **Computer Literacy**
 - Intermediate user of MS suite
 - Intermediate user of functional / departmental specific system software / tools i.e. Oracle, Kronos, Equivalent payroll system
- **Confidentiality**
 - Unquestioned integrity and ability to deal with confidential matters
- **Administrative skills**
 - Ability to manage various administrative functions effectively and independently
- **Functional knowledge**
 - Knowledge of Payroll / HR procedures
- **Policies and Procedures**
 - Payroll and company policies and procedures
 - Labour agreements
- **Problem solving**
 - Ability to solve problems once Identified
- **Statutory knowledge**
 - Basic Conditions of Employment Act

Interested applicants are requested to submit their CV's, together with certified copies of qualifications, to:

HR Administration Office
Assmang (Pty) Ltd
Khumani Iron Ore Mine
Private Bag X503
Kathu 8446
Attention HR Administration or
e-mail to KHrecruitparsons1@assmang.co.za

TERMS & CONDITIONS

The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996. Remuneration will be based on a competitive all-inclusive flexible package.

Preference will be given to women in mining and designated groups in accordance with the Company's Employment Equity Plan.

Please be advised that short listed candidates will be required to authenticate information provided

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 6 weeks after the closing date, please consider your
- application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

Advert Published Date: 17 January 2025

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information for recruitment purposes and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Khumani Mine will keep the record of your personal information confidential and for the specific purpose it was submitted.

Fraud Alert

Khumani mine subscribes to ethical recruitment processes and will therefore, never:

- Request money in exchange for an application, medical assessment, interview or to be appointed.
- Display personal contact details of our recruiters on an advertisement as a form of communication or job application

CLOSING DATE

02/02/2025

