

# VACANCY



The Namibia Financial Institutions Supervisory Authority (“NAMFISA; the Authority”) is an independent institution established by virtue of Act No. 3 of 2001 to regulate and supervise financial institutions in Namibia as mandated by various acts of Parliament. NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

## PAYROLL ADMINISTRATOR DIVISION: HUMAN RESOURCES

### THE POSITION REPORTS TO THE SENIOR REMUNERATION PRACTITIONER

#### JOB PURPOSE:

This position is accountable for the coordination and administration of the payroll function of NAMFISA.

#### KEY ACCOUNTABILITIES:

- Process monthly payroll documentation accurately and within defined deadlines;
- Process salary increases and performance incentive bonuses accurately;
- Prepare payroll documentation for audit purposes, distribution of tax certificates to staff, Workmen’s Compensation returns, NTA levy documents and returns to the Ministry of Finance, and Social Security Commission;
- Provide reports on staff benefits for payment to third parties;
- Build and maintain productive client and staff relationships by partnering with Line Managers and staff regarding personal finances, remuneration and benefit matters, processes and legislative requirements in area of responsibility;
- Provide general administrative and/or secretarial support in area of responsibility;
- Provide education and support to staff on remuneration packages and other pay related matters;
- Administer all payroll related employee records and staff benefits;
- Prepare salary survey questionnaire and compile survey reports as requested by supervisor;  
Compile relevant monthly reports, as well as statistics for the compilation of the Affirmative Action Report

#### QUALIFICATIONS AND EXPERIENCE:

- Bachelor’s degree in Accounting or Human Resource Management;

- Three (3) years’ experience in payroll;
- Proficiency in the application of MS Excel/Word in a payroll environment;
- Knowledge of HRMS (ACCSYS) will be an added advantage.

#### KNOWLEDGE OF:

- Payroll and benefits administration
- New, or changes to, HR systems, processes and products
- Organizational structures
- Labour legislation
- Company policies and procedures
- Project management

#### SKILLS:

- Good communication skills
- Organizational skills
- Good interpersonal skills
- Computer literacy skills
- Ability to meet deadlines
- Negotiation skills
- Facilitation skills
- Analytical skills
- Numerical skills
- Report writing skills
- Customer service oriented

**REMUNERATION:**

NAMFISA offers a market-related total cost to company package based on work experience and qualifications. The package includes retirement and medical aid benefits.

We encourage energetic, dynamic and results-driven team players to forward their applications to:

**Vacancies**

Human Resources Manager, P. O. Box 21250, Windhoek

OR

Hand deliver to:

Upper Ground Floor, 51 – 55 Werner List Street, Gutenberg Plaza

OR

E-mail to: [hr@namfisa.com.na](mailto:hr@namfisa.com.na)

Persons with disabilities may apply via the above channels, or via the National Disability Council of Namibia as follows:

Ms. M. Katjinamunene – [maqdelena.katjinamunene@mgepesw.gov.na](mailto:maqdelena.katjinamunene@mgepesw.gov.na)

OR

Ms. M. Ndengu – [maria.ndengu@mgepesw.gov.na](mailto:maria.ndengu@mgepesw.gov.na)

**Deadline for applications: Friday, 12 April 2024**

As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons with disabilities will receive preferential treatment and are encouraged to apply.

Please note that certified copies of qualifications and identification documents should be attached to your application. Only short-listed candidates will be contacted and no documents will be returned.

No faxed applications will be accepted.

NAMFISA reserves the right not to make an appointment in this position.