

VACANCY



PAYROLL OFFICER C2

Division: Human Resources
Department: Human Resources
Job Grade: C2
Location: Walvis Bay

Primary purpose of the position

To coordinate the accurate and timely processing of employee benefits and payroll, ensuring compliance with regulations and providing responsive support to employees.

Key Performance Areas

- Process monthly payroll accurately and on time for permanent, fixed-term employees.
- Ensure compliance with statutory requirements (tax, SSC, pension fund, medical aid, and other deductions).
- Administer employee benefits such as pension fund, medical aid, housing allowance, and funeral benefits.
- Ensure strict confidentiality of payroll information and compliance with company policies.
- Maintain and update employee payroll records, contracts, allowances, deductions, and overtime payments.

Critical Technical Competencies for this role.

- Proficiency in payroll systems
- Advanced MS Excel skills
- Strong understanding of Namibian labour law, tax legislation, and statutory deductions.
- Financial and analytical skills.
- Accuracy and attention to detail.
- Ability to work under pressure.
- Excellent record-keeping and document control.
- Confidentiality and discretion.
- Strong communication skills.

Qualification and Experience Required:

- Advanced Certificate/Diploma in Finance, HR/Payroll Administration or Business Administration (NQF Level 6).
- Three (3) years of experience in Human Resources payroll environment.
- Three (3) years of experience in Business Administration or Finance Administration.
- Experience with employee benefits administration will be an advantage.

CLOSING DATE: 17 SEPTEMBER 2025

NAMDOCK will provide remuneration and benefits relevant and appropriate to the position.

Interested candidates that meet the above requirements should apply via recruitment portal www.jobopportunities.net. Your application should be accompanied by a cover letter, detailed CV and certified copies of your relevant qualifications.

**Only applications received via the portal will be evaluated.
Only shortlisted candidates will be notified. No documents will be returned.**

Note: As an equal opportunity employer preference will be given to candidates from previously disadvantaged groups as defined in the Affirmative Action Act of 1998.