



K W A Z U L U - N A T A L  
**SHARKS BOARD**  
Maritime Centre of Excellence

---

**INTERNAL/EXTERNAL ADVERT  
REMUNERATIONS PRACTITIONER  
THREE YEARS (3) FIXED TERM CONTRACT  
PATTERSON JOB GRADE C4: REF NO: REM24/04  
R 495 688 CTC PER ANNUM**

---

Applications are invited from suitably qualified candidates for the **Remunerations Practitioner** position that has become available in the **Corporate Services Division**

**MINIMUM REQUIREMENTS & JOB COMPETENCES:**

- Matric and National Diploma or Degree in Human Resources;
- Certification in Payroll an added advantage;
- 5 - 7 years relevant payroll and remuneration experience is required;
- Proven track record working on the **Sage 300 People HR, Payroll** and Self-service systems is required.
- Understanding of payroll related methodologies and calculations
- Working knowledge of BCEA, SARS, E@syFile, Department of Employment and Labour
- Strong understanding of statutory payroll requirements and regulations
- Financial Management Skills;
- Intermediate Computer Literacy;
- Assertiveness and Resilience.

**MAIN DUTIES:** (this is a brief summary and does not include all responsibilities assigned to the position):

- Administer employee salaries, accurately calculating and processing payroll for all employees. and Reconciliation
- Provide salary costing and figures relating to appointments, promotions and ad hoc salary adjustments.
- Process all Provident Fund related documents i.e Home Loans, Terminations and Funeral Cover.
- Process application/terminations for medical aid, submit and advise staff on changes to their plan.
- Ensure compliance of plans with legislation, stay current on regulations, and review policy as and when required.
- Provide costing for annual leave provisioning for budget purposes.
- Facilitate benchmarking of salaries and employee related benefits

- SARS /E-filing (PAYE recon and Administration)
- Process third Party payments.
- Management of staff canteen.
- Staff Management.

### **How to apply:**

Interested applications are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). For all enquiries, please contact [recruitment@shark.co.za](mailto:recruitment@shark.co.za). The application should clearly state the position applied for and the corresponding reference number.

**Closing date: 3<sup>rd</sup> May 2024**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 8 weeks days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

**“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”**