

ZIMBABWE BROADCASTING CORPORATION

ADVERTISEMENT

PAYROLL OFFICER

Applications are invited from suitably qualified and experienced candidates to fill the above position that has arisen in the Human Resources and Administration Department, Pockets Hill, Harare.

Key Result Areas

Reporting to the Payroll Accountant, the incumbent will be responsible for the following among others: -

- Capturing and processing all engagements, terminations, and updates on current employees.
- Capturing accurately all payroll input relating to employee monthly payments, additions, deductions, and other variables.
- Checking compliance and adherence of the payroll input with the Corporation's HR Policy and Labour Act.
- Preparing and submitting all monthly statutory, third-party payments and returns in line with deadlines.
- Processing staff related benefits.
- Conducting all monthly and annual payroll system processes including rollovers and backups.
- Conducting regular checks to ensure the integrity of the payroll database, updating data as necessary including legislative changes and ensuring that the payroll database is working properly.
- Preparing scheduled and ad-hoc payroll reports as required by the Corporation, and
- Any other duties as maybe assigned from time to time.

The Person

The ideal candidate should have the following qualifications and attributes:

- Degree in Human Resources Management / Finance or equivalent.
- Diploma in Payroll Management or Equivalent is a must.
- At least 1-year experience in a similar role.
- Must be able to handle large payroll volumes.
- Must have the ability to handle multiple levels of authority and staff.

Interested and qualified persons should submit their applications with comprehensive CVs, certified copies of academic and professional qualifications by not later than 13 October 2023 to:

The Director – Human Resources and Administration
Zimbabwe Broadcasting Corporation
P. O. Box HG 444
Highlands
Harare

Or email hr@zbc.co.zw