

EXTERNAL ADVERT

Location:	Centurion
Division:	IT Department
Date last modified:	July 2019
Reports to:	IT Manager
Nature of employment:	Fixed term- 6 Months
Total Cost to Company	Market related

[PAYROLL AND ESS CONSULTANT]

The purpose of this position is, but not limited to: provide Oracle support services for Human Resources Management (HRM), Employee Self-Service (ESS) and Payroll.

THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

1. Payroll Support

- Assist with ensuring the accuracy of monthly payroll preparation and processing, payroll accounting, tax filing and payment, benefits, maintenance and various special payments.
- Analysing current HR & Payroll systems processes and recommending improvements in form design, systems process and data checking/verification methods.
- Assistance with preparation of monthly, mid-year and annual returns and reconciliations to SARS.
- Ensuring that the system is compliant with statutory requirements, specifically as it relates to payroll, tax, retirement funding, LRA, BCEA and SARS, by studying existing and new legislation, enforcing adherence to requirements and advising management on action required.
- Timeously attending to all calls logged relating to Payroll.

2. Employee Self Service Support

- Ensure smooth running of the employee self-service and reporting thereof. Ensure that all notifications and workflows are running and routed to the relevant approval level timeously.
- Timeously attending to all calls logged relating to HR Core and employee self-service.
- Ensure smooth running of leave management.
- Configure the system to meet business requirements as required.

3. Reporting

- Writing all required reports for payroll, HR Core and ESS.
- Generating any required reports, especially for audit purposes.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Information Technology, Computer Engineering, Information Systems or any equivalent qualification related.
- At least four (4) years' experience on the Oracle system with focus in Payroll, HR Core and Employee Self-service.
- Must have a minimum of three (3) years Oracle Payroll and Employee Self Service site support experience.
- Must have a minimum of three (3) years Oracle Payroll Employee Self-service project implementation experience.
- Must have a minimum of three (3) Oracle and Payroll and Employee Self-service site support experience.

Please email your CV accompanied by Cover Letter to careers@tcta.co.za the subject should be the position title. For enquiries, please contact Mr Itumeleng Mabena on 012 683 1263.

“TCTA’s approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourage and welcome people with various disabilities to apply”;

“If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.”

A detailed job profile is available on request

Closing date: 09 August 2019

UNITY – GROWTH – EXCELLENCE – INTEGRITY - RESPECT