

## THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key programmes constitute the focus of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit [www.cbrta.co.za](http://www.cbrta.co.za)

### JOB PURPOSE

To administer the Agency's payroll and remuneration system to ensure that salaries and 3<sup>rd</sup> parties are paid on time. Ensures that all salaries and human resources information is maintained in the system, and accurate and updated human resources records are always maintained.

### REQUIREMENTS

#### Formal Qualifications:

- A degree in Human Resources or Finance at NQF 7 level, or related discipline.
- Certified VIP Payroll.

#### Experience:

- 3 to 5 years payroll and remuneration experience.
- Advance skills on Microsoft Office, particularly Excel programme.
- Knowledge of relevant Legislation.

### KEY PERFORMANCE AREAS

#### The successful candidate will be responsible for the following:

- Perform daily payroll department operations.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.
- Coordinate the payroll process with other departments.
- Ensuring compliance.
- Process accurate and timely year end reporting when necessary – IRP5 reconciliations.
- Administer company payroll system ensuring that employee salaries are paid on time.

- Update employees pay records electronically.
- Ensure that all taxes and salary deductions are done according to legislation.
- Payroll and remuneration support.
- Manage Travel and Subsistence.
- Identify and handle salary queries.
- Reconcile all 3<sup>rd</sup> party payments monthly.
- Administers Employee Self Service system.
- Always maintain a high level of confidentiality.

### TECHNICAL COMPETENCIES

- Knowledge and understanding of the Payroll System and how the payroll functions.
- Knowledge of payroll and HR.
- HR Policies and Procedures.
- HR Products and Services.
- Knowledge and understanding of reconciliations and payroll function.
- Administration Management principles.
- Time management.
- Ability to communicate with all levels of management.
- Ability to work under a high level of pressure.
- Payroll policies and procedures.
- Working under limited supervision.
- Filing Methods.
- Labour law and relevant tax legislation.
- Remuneration principles.

Submit detailed CV's including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Mr. Donation Shilubane at [recruitment13@cbrta.co.za](mailto:recruitment13@cbrta.co.za) and please quote the reference number.

### BENEFITS:

Employer offers an all-inclusive remuneration package of R810 495.00 p.a.

*NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities are encouraged to apply.*

**Closing Date: 16 April 2024**

### C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to a reference, security clearance and criminal records check. Should you not hear from the C-BRTA 21 days after the closing date, consider your application unsuccessful.

It is our intention to promote representivity in respect of race, gender and disability through the filling of this position. Candidates whose appointment will promote representivity will therefore receive preference.

In order to consider any application for employment, the Agency will have to process your personal information.

A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal>, which **HR. Processing Notice** we request you kindly download and read.