



**Payroll Officer**  
**Ref: CS 001/03/2021**

**THE EMPLOYER**

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, Act 4 of 1998, as amended, to regulate cross-border road transport.

The position of Payroll Officer will be based at the Agency's Head Office in Centurion, Eco-Park. The incumbent will report directly to the Payroll Specialist.

**Purpose**

To work closely with the Payroll specialist in administering the Agency's payroll and ensures that all salary and human resources information is maintained in the system.

**Requirements:**

- A minimum of Matric and post Matric Qualification in Payroll/Remuneration.
- A Diploma in Human Resources/Payroll will be an added advantage.

**Experience**

- A Minimum of 4 years Payroll and Remuneration administration experience.
- 5 years plus experience in Payroll and Remuneration administration will be an added advantage.

**Competency Requirements:**

- Knowledge and understanding of the Payroll System and how the payroll functions.
- Knowledge of Payroll and HR
- HR Policies and Procedures
- Filing Methodology
- Remuneration principles

**Key Performance Areas:**

The successful candidate will be expected to:-

- Offer payroll and remuneration support;
- Handle payroll and remuneration queries;
- Administer Travel and Subsistence;
- Ensure statutory adherence;
- Perform daily payroll operations ;
- Update employee pay records electronically;
- Administer Employee Self Service system; and
- Always maintain a high level of confidentiality.

**SALARY:** The employer offers a market related salary.

**CLOSING DATE: 23 March 2021**

**Submit detailed CV's including certified copies of qualifications to: [recruitment21@cbrta.co.za](mailto:recruitment21@cbrta.co.za) and please quote the reference number**

C-BRTA reserves the right not to appoint.

Shortlisted candidates will be subjected to a reference check, security clearance and criminal records check.

**PLEASE NOTE: IF YOU DO NOT HEAR FROM THE C-BRTA 21 DAYS AFTER THE CLOSING DATE, CONSIDER YOUR APPLICATION UNSUCCESSFUL**