

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.  
Preference will be given to applicants from the designated groups.**

**HUMAN RESOURCES DIVISION**

**SENIOR REWARDS OFFICER  
HUMAN RESOURCES: REWARDS SERVICES**

**(PEROMNES GRADE 9)  
WESTVILLE CAMPUS**

**REF NO.: HR01/2016**

The incumbent will be responsible for the maintenance of benefits, timeous and accurate processing of monthly payroll and related benefits to approximately 3600 permanent and Long Term Contract employees of the University in all five Campuses, in accordance with prevailing legislation, internal policies and conditions of service. The role requires a person who has experience of calculating payroll and a thorough understanding of the workings thereof

The incumbent will report to the Manager: Rewards Services.

**Minimum Requirements:**

- Two (2) year National Diploma in Payroll administration or Human Resources administration;
- Three (3) years relevant experience in the processing of payroll and employee benefits
- Demonstrable experience in ITS software applications or a nationally recognised payroll package
- Knowledge of Benefit administration processes and procedures
- Demonstrable experience & knowledge of income tax (PAYE) and other payroll statutory requirements

**The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service**

**The closing date for receipt of applications is 02 February 2016**

**Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [Recruitment-nh@ukzn.ac.za](mailto:Recruitment-nh@ukzn.ac.za).**

**Advert Reference Number MUST be clearly stated in the subject line.**