



HUMAN RESOURCES ASSISTANT (PERMANENT) X2

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position within Human Resources Department. The incumbent will report to the Salaries Administrator and will be based at Head Office.

MINIMUM QUALIFICATIONS

- 5 'O' Levels including English language and Mathematics/ Accounts.
- Diploma in Human Resources Management or equivalent.
- Pay well level 1 certificate or equivalent.
- Bookkeeping/Accounting qualification will be an added advantage.
- At least two 2 years' experience Salaries/Payroll environment.

CORE COMPETENCE

- High level of honesty and confidentiality.
- Knowledge of payroll statutory deductions.
- Good analytical skills.
- Good with figures.

SUMMARY OF DUTIES

- Inputs raw data and updates employee personal records for payment of Contract and permanent employees.
- Processes terminal benefits for terminated employees.
- Processes and updates leave days.
- Compiles and completes Zimstats statistics forms.
- Records court claims and raise requisitions for payments.
- Processes tax credits.
- Processes manual payments.
- Registers all new employees with NSSA and GMB Pension Fund.
- Completes withdrawal forms for NSSA, ZIMRA and GMB Pension fund.
- Prepares files for audit verification.
- Files payroll reports
- Attends to payroll queries.

- Prepares and updates GMB accommodation and T&S schedules.
- Adheres to and ensures adherence to safety, health and environment regulations and standard procedures.
- Performs any other work related duties as assigned by the Superior.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: recruitment@gmbdura.co.zw .Not later than 28 January 2022

Please note that only shortlisted candidates will be contacted.