



Manager: Payroll
Ref No. RTMC/FA/M: P/2021
Package: Negotiable

Purpose: The Manager: Payroll is responsible for managing the entire payroll function of the Corporation, ensure that RTMC employees and all third parties are paid correctly and on time. The Manager: Payroll also ensures that systems are reviewed, developed and implemented to process payroll account transactions more effectively.

Requirements: •Matric •B Degree in Financial Management or equivalent (NQF level 7) •Relevant postgraduate degree at NQF level 8 (Advantageous) •5 – 8 years' experience in Payroll Management of which 3 years in a Supervisory role.

The successful candidate must have the following attributes and competencies:

•Quality focus •Confidentiality •Integrity •Service orientation •Commitment •Loyalty •Responsibility •Compassion •Efficiency •Patience •Punctuality •Accessibility •Availability •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative •Service orientation.

Duties: •Manage and ensure the implementation of systems to process payroll account transactions (e.g. salaries, benefits, garnishees, deductions, taxes and third-party payments) •Ensure that payroll information is maintained by designing systems; directing the collection, calculation, and entering of data •Manage the updating of payroll records by reviewing and approving changes in exemptions, insurance coverage and savings deductions, •Manage the payments of employees by directing the production and issuance of pay checks or electronic transfers to bank accounts •Ensure that reports are prepared by compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages •Ensure that payroll liabilities are determined by approving the calculation of employee tax income and unemployment, and employee compensation payments •Ensure that the payroll accounts are balanced by resolving payroll discrepancies •Ensure compliance with National Treasury and legal requirements by studying existing and new legislation, enforcing adherence to

requirements, and giving advice to management on required actions •Ensure the protection of payroll operations by keeping information confidential

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: rtmc@miltonresourcing.co.za. Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.**

NB: Persons with disabilities are encouraged to apply

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



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*Departmental Representative

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