



## **NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

### **ASSISTANT/SENIOR ASSISTANT REGISTRAR – SALARIES AND BENEFITS (1 POST)**

Registrar's Department

#### **Job brief**

The incumbent ensures that payroll procedures are compliant with relevant laws and internal policies and are efficient and current; implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishes, taxes, and other deductions, prepares and maintains accurate records and reports of payroll and benefits transactions.

#### **Duties and Responsibilities**

- Develops systems to process payroll transactions (e.g. salaries, benefits, garnishes, deductions, taxes and third party payments);
- Oversees processing of payroll changes (e.g. new employees, terminations, salary changes) by directing the collection, calculation, entering of data, and system upgrades;
- Updates payroll and benefits records by reviewing changes in exemptions, pension coverage, deductions, and job titles, and department transfers;
- Ensures compliance with labour and tax laws and internal policies;
- Supervises and coaches payroll staff;
- Liaises with auditors and manages payroll audits;
- Maintains accurate records and prepares reports as may be required by the Bursar and the Registrar;
- Resolves issues and answers payroll and pension related questions.

#### **Experience**

- At least 3 years' experience in Payroll Administration or similar role.
- Current knowledge of payroll procedures and related statutes, regulations and policies.
- Conversant with payroll software/ HRIS and MS Office (especially Excel).

#### **Qualifications**

A Bachelor of Commerce (Honours) in Management, Human Resources, Accounting or related field; plus a qualification in Payroll Administration from a recognised Institute or professional association.

#### **Attributes**

The ideal candidate should be analytical and methodical, reliable, trustworthy, detail-oriented, good with numbers and people; experienced in payroll administration and have deep knowledge

of payroll regulations. A keen eye for detail, an analytical mind, good numerical skills and outstanding communication skills (written and oral) are required.

### **CONDITIONS OF SERVICE**

An attractive package which includes Medical Aid, Leave and Pension Benefits is offered; details of which will be disclosed to shortlisted candidates.

### **APPLICATION PROCEDURE**

All applications will be treated in strictest confidence. Applications, which should include a curriculum vitae (giving full personal particulars of applicant including full name, place and date of birth, qualifications, employment and experience, present salary, telephone numbers and the names, addresses (including email) and telephone numbers of three contactable referees) and copies of certificates must be addressed to:

The Senior Assistant Registrar (Academic)  
Human Resources Department  
National University of Science and Technology  
P O Box AC 939  
Ascot  
Bulawayo, ZIMBABWE

And emailed to: [recruitment@nust.ac.zw](mailto:recruitment@nust.ac.zw) in a **single pdf file** clearly indicating the position being applied for in the subject line.

**The National University of Science and Technology is an equal opportunity employer. In the interest of promoting gender parity, female candidates are encouraged to apply.**

*The closing date for receipt of applications is Friday 12 March, 2021*

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**