

Officer Time and Attendance

A vacancy exist for Officer Time and Attendance reporting to the Advisor Remuneration and Benefits in the Human Resources department. The role will support the HR Functions administrative responsibilities in terms of administration and back office requirements within the Time and Attendance component of the Company's ERP business system. The incumbents will be responsible for monitoring the effective management of employee time data to ensuring data integrity prior to data interface to payroll and leave management modules; ensuring that employees are linked to the correct Working Schedule mapping and Time Management status and updating as when required ,and generating standard time reports and queries for analytical purposes.

Key performance areas

- Adhering to health, safety, and environment (HSE) policies and procedures;
- Running standard time exception reports at predefined days/times and liaising with Line Managers to ensure all time exceptions are cleared;
- Conducting investigations on reported errors and guiding line to correct the error or submitting a request to developer for corrections in consultation with Process Improvement Lead and IT;
- Identifying and implementing business process improvements within the area of responsibility.

- A valid code B driver's license.

To apply

Please submit your curriculum vitae and certified copies of qualifications with a cover letter clearly indicating the position you are applying for to e-mail: RUL.recruitment@rossing.com.na

Application closing date: 22 July 2021

Preference is given to candidates from designated groups in line with Company policy on employment equity.

Minimum requirements

- Grade 12, with a 3 year National Diploma in Human Resources Management or Business Administration on NQF Level 6;
- A minimum of 5 years experience in an ERP integrated time and attendance administration environment with a sound understanding of employee work schedules, payroll practices, application of absence and attendances procedure, conditions of employment, and business processes linked to time and attendance;