



Vacancy: Payroll Co-Ordinator

Location: Tsumeb, Namibia

Closing Date: 29 October 2025

Company Introduction

Power Line Africa (Pty) Ltd is a leading turnkey contractor in the engineering, procurement, and construction of low, medium, and high-voltage electrical infrastructure, as well as civil infrastructure across Southern Africa. We are seeking a detail-oriented, efficient, and results-driven Payroll Co-Ordinator to join our Human Resources team. If you are committed to accuracy, compliance, and operational excellence, we would like to hear from you.

Role Purpose

To manage and administer all payroll-related functions accurately and efficiently, ensuring compliance with statutory regulations, company policies, and deadlines. The role ensures seamless payroll operations, reporting, and integration with HR and Finance systems.

Key Responsibilities

- Ensure compliance with BCEA, Namibian Labour Act, COIDA, Social Security, PAYE, UIF, and other statutory requirements (including South Africa and cross-border projects).
- Capture, validate, and process payroll data (appointments, terminations, benefit changes, allowances, deductions, garnishees, loans, and union fees).
- Operate and maintain Sage 300 People payroll system, ensuring data integrity, reconciliations, and timely updates.
- Prepare and submit monthly payroll cost reports, variance analysis, and statutory returns.
- Coordinate payroll deadlines across sites, branches, and countries to ensure accurate and timely salary payments.

- Generate statutory reports (PAYE, UIF, Social Security, IRP5) and audit-ready payroll documentation.
 - Train HR staff on basic payroll system functions to improve utilisation.
 - Maintain employee compliance records, contracts, and leave balances in alignment with HR records.
 - Safeguard payroll-related documents and ensure confidentiality at all times.
-

Minimum Requirements

- **Education:**
 - Grade 12 (essential)
 - Diploma in Business Administration (advantageous)
 - Advanced Payroll system knowledge (VIP and Sage 300 People)
 - **Experience:**
 - Minimum 5 years in the HR and Payroll field
 - Multi-country payroll experience (advantageous)
 - **Other Requirements:**
 - Code B Driver's License
 - Strong knowledge of labour laws, tax regulations, social security, and employee benefits
 - High proficiency in Sage 300 People and other payroll systems
 - Strong numerical, analytical, and reconciliation skills
 - High attention to detail, confidentiality, and deadline-driven
-

Personal and Professional Qualities

- Strong organisational and analytical skills
- Accuracy and attention to detail
- Confidential and ethical in handling sensitive employee data
- Ability to work under pressure and meet strict deadlines
- Strong interpersonal and communication skills
- Proactive problem-solver with a drive for results

Candidate Instructions

In addition to submitting a **detailed CV** and certified copies of qualifications, all applicants are **required to upload a Cover Letter** that answers the following questions:

Interview Questions

1. Brief introduction – tell us about yourself.
2. What do you know about Power Line Africa?
3. How do you handle stress and pressure?
4. What skills do you have?
5. Describe yourself in 3 to 5 words.
6. List your 5 greatest achievements (personal and/or professional).
7. What kind of compensation are you looking for?
8. Do you work better alone or as part of a team?
9. What core values do you stand by?
10. What is your passion?
11. Who has inspired you the most and why?
12. Who has mentored you?
13. How do you deal with criticism?
14. Which is more important to you: salary or work-life balance?
15. Why did you leave your previous job, or why do you want to leave your current job?
16. What are your strongest skills?
17. What are your strongest personal qualities?
18. What are your weaknesses, and how do you address them?
19. What core values do you always measure yourself against?
20. What aspirations do you have for advancing your career?
21. What is your passion in life, and what do you want to do?
22. Do you have any future study or skills development plans?
23. What goals have you set in the past, and have you achieved them? If not, why?
24. What are your future professional goals?

25. What are your future personal goals?
 26. Where do you see yourself when you are 60, and what legacy would you like to leave?
 27. What transferable skills can you bring to the company?
 28. How do you plan to transfer these skills?
 29. Do you believe in teaching and sharing knowledge with others?
 30. What are your future family plans?
 31. What does the future look like for your children (if applicable)?
 32. What does taking responsibility mean to you? Give examples.
 33. What were your main responsibilities in your current/last position?
 34. Are you goal-oriented? Explain.
 35. How do you measure your output daily?
 36. What do you do when you don't reach daily goals or targets?
 37. How do you handle workplace mistakes (your own and others')?
 38. How do you stay focused and manage distractions?
 39. What does discipline mean to you, and how do you practice it?
 40. What does commitment and reliability mean to you in the workplace?
 41. Are you proactive? Give examples.
 42. What does leadership mean to you? Do you consider yourself a leader?
 43. Would you like to become a leader? What is your plan to achieve this?
 44. What does being "consequent" mean to you, and do you practice it?
 45. List 5 areas where you are inefficient and explain how you are working to improve them.
-

Application Procedure

Applications for the above position must be accompanied by:

- **A detailed CV**
- Certified copies of qualifications
- **A cover letter answering all the above questions**

Apply through our recruitment portal: www.jobopportunities.net

Closing Date: 29 October 2025