



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260824/3087
BPS Vacancy Number:	VAC00723/27
Job Title:	Payroll Officer
Job Level:	C3
Vacancy Type:	Internal
Salary Range:	R334527.00 - R501790.00
Organisation Name:	State Information Technology Agency
Division:	FIN: Office of the CFO
Department:	Finance: Payroll
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To effectively manage all payroll related payments, including the employee tax payments and to effectively manage the general ledger payroll accounts.

Responsibilities:

- To import, upload and review CATS file.
- To provide cash flow requirements to Treasury.
- To perform the first release of the salary payments.
- To complete and submit monthly EMP201 tax returns.
- To investigate reasons for rejections and liaise with HR and for the resolution thereof.
- To timeously and accurately investigate and resolve all audit and Payroll related queries.
- To capture and facilitate the approval and processing of invoices for payment to third parties.
- To prepare and reconcile all Payroll accounts monthly, identify, investigate and resolve all reconciling items.

Qualifications and Experience:

Minimum: Grade 12 plus Finance related degree or National diploma (NQF 6/7)

Experience: 3-5 years Payroll and/or Finance related experience.

Knowledge:

Good knowledge of Generally Recognised Accounting Practice (GRAP). Understanding of relevant legislation, including the Income Tax Act, PFMA and Treasury regulations. Implementation of internal controls Business & System processes Ability to make an informed decision Personal Attributes: Agility, Collaboration, Customer Centricity. Empathy, Innovation, Integrity, Integrity

Technical Competencies

Customer Relationship Management

The systematic identification, analysis, management, monitoring and improvement of stakeholder relationships in order to target and improve mutually beneficial outcomes. Gains commitment to action through consultation and consideration of impacts. Design the relationship management approach to be taken; including roles and responsibilities, governance, policies, processes, and tools, and support mechanisms. Creatively combines formal and informal communication channels in order to achieve the desired result. CRM & Client Contract Management

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Additional Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “Recruitment Citizen”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 03 Sep 2026

Disclaimer

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****