



POSITION : Payroll Assistant
ORGANISATION : African Parks – South Sudan
LOCATION : Juba
REPORTING TO : Human Resources Manager
EXPECTED START DATE : **As Soon As Possible**



BACKGROUND:

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

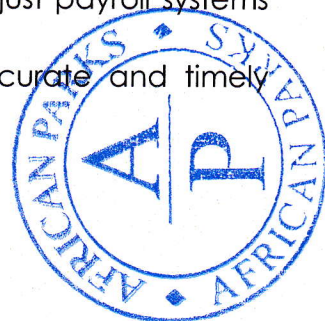
Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30,000 KM². The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM², and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

JOB OVERVIEW:

The Payroll Assistant will administer benefits, prepare reports, ensure legal compliance, and process payroll.

MAIN ROLES & RESPONSIBILITIES:

- Process and manage all aspects of payroll, including calculating hours, calculating deductions, processing new hires and terminations, and ensuring compliance with relevant regulations.
- Administer employee benefits, including health insurance, retirement plans, and other benefits.
- Prepare and maintain accurate and timely payroll records and reports.
- Resolve payroll discrepancies and answer employee questions about payroll and benefits.
- Maintain and update employee information, such as records of employee attendance, leave and overtime to calculate pay and benefit entitlements.
- Ensure compliance with National Revenue Authority regulations, including tax and labor laws.
- Keep up to date with changes in payroll regulations and adjust payroll systems and processes accordingly.
- Collaborate with HR and accounting teams to ensure accurate and timely processing of payroll and benefits.





EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources Management, Accounting & Finance, Statistics or any other related field.
- At least 3 years of experience in payroll administration or related field
- Experience with payroll processing software and familiarity with payroll taxes and regulations.
- Strong attention to detail and ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills, including the ability to communicate with employees about payroll and benefits.
- Experience with HRIS systems and accounting software is a plus.

HOW TO APPLY:

To apply, please email your CV and cover letter to ssrecruitment@africanparks.org or hand delivery to **African Parks office Thonping, Synergy Suites – Plot No 849, Block No 3-K South, Next to New FM Bar & Restaurant** by **Friday, 19 January 2024**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

