

Position reports to : Chief Operating Officer
Direct Reports : None
Office Location : Johannesburg

PURPOSE OF THE POSITION

The purpose of the role is to develop an effective ERP system that will help the organization in maintaining and processing employee payroll records accurately. The incumbent

PRIMARY RESPONSIBILITIES FOR THE ROLE

Technical Delivery

- Delivering HR process and deliverables in SAP HR Payroll Module
- Implementing, upgrading and extending existing SAP HR applications
- Configuring SAP payroll for different clients as per SLA guidelines
- Assisting clients in planning implementation, selection, testing and fit analysis for payroll processing
- Off-Cycle payroll, reversals and check replacements.
- Tax update Bulletins for tax and regulatory changes
- Personal structure, Enterprise structure, PA info types, PA integration issues
- Created Wage types in the WT catalogue for additional wage types and defined the wage type models.
- Setting up Weekly payrolls and Weekly shut down periods.
- Ability to facilitate workshops
- LSMW Bulk uploads
- Ability to configure payroll schemas
- Ability to apply SAP Notes

Technical Support

- Providing post-implementation support of large-scale SAP HR application solutions
- Improving operational metrics, performance measurement and business case development
- Providing functional knowledge as well as managing client relationships
- Assisting clients in implementing HR payroll systems
- Delivering innovative ERP software to leading public and commercial organizations in 14 industries worldwide

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree (IT, Computer Science, or other relevant fields)
- Minimum five (7) years plus, experience in business and HR functional knowledge.
- SAP Certified preferred.
- K4/5 preferably.
- Rules and schemas.

DESIRED SKILLS AND QUALITIES

Personal Attributes and Qualities

- Good communication skills.
- Results orientated and enthusiastic.
- Technical writing
- Presentation skills
- Problem solving technique
- Team player

Contact Person: [Mpho Mogagbe](#)

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