



## INTERNAL VACANCY NOTICE NUMBER 4 OF 2026

<b>Date of Issuance</b>	<b>: 8 April 2026</b>
<b>Deadline for Applicants</b>	<b>: 21 April 2026</b>
<b>Post</b>	<b>: Payroll and HR Officer x1</b>
<b>Grade</b>	<b>: D3</b>
<b>Station</b>	<b>: Head Office (Harare)</b>
<b>Reports to</b>	<b>: Deputy Director Human Resources</b>

### **Job Purpose**

To support the accurate, timely, and compliant processing of payroll and employee benefits, while also contributing to the delivery of broader Human Resources operations in line with applicable legislation, Agency policies, and public sector payroll systems.

### **Key Responsibilities and Duties**

1. Processing monthly payroll inputs including new hires, terminations, promotions, allowances, and deductions.
2. Capturing and maintaining employee payroll data for onward submission to the Salary Service Bureau (SSB) and/or designated payroll systems.
3. Assisting in the preparation and validation of payroll reports for management review
4. Administering statutory deductions including PAYE, NSSA, pension contributions, and other mandatory obligations.
5. Supporting reconciliation of payroll accounts and resolving payroll discrepancies.
6. Maintaining accurate payroll records and ensuring confidentiality of employee information.
7. Assisting in the administration of employee benefits including leave, medical aid, and allowances.
8. Responding to payroll-related queries from employees in a timely and professional manner.
9. Supporting audit processes by providing required payroll documentation and schedules.
10. Ensuring compliance with the Labour Act, tax regulations, and internal policies.
11. Provide support across a range of Human Resources functions, including employee records management, HR operations, and benefits administration as may be required.
12. Contribute to the overall delivery of Human Resources services by supporting cross-functional HR activities in line with Agency policies and procedures.
13. Perform any other Human Resources-related duties as may be assigned from time to time in support of the effective functioning of the Human Resources Division.

## Qualifications and Experience

- a) Bachelor's degree in Human Resources Management, Payroll Administration, or closely related field.
- b) A professional qualification or certification in Payroll Administration or Human Resources will be an added advantage.
- c) At least one (1) year relevant experience in payroll administration, human resources operations, or a related HR function.
- d) Working knowledge of payroll processes, statutory obligations, and labour legislation.
- e) Experience with payroll systems (e.g., SSB, Sage, Belina Payroll) will be an added advantage.

## Technical Requirements

- a) Sound knowledge of payroll processing, including earnings, deductions, and reconciliations
- b) Working knowledge of Zimbabwean statutory obligations (PAYE, NSSA, pensions)
- c) Familiarity with payroll systems such as SSB and/or Belina Payroll
- d) Proficiency in Microsoft Excel for data capture and basic analysis
- e) Understanding of HR processes including leave administration and employee records management
- f) Ability to generate and interpret payroll reports
- g) Knowledge of data confidentiality and information handling requirements

## Key Competencies and Attributes

Successful candidates should demonstrate:

- a) High level of accuracy and attention to detail
- b) Integrity and ability to handle confidential information
- c) Good numerical and analytical skills
- d) Strong organisational and time management skills
- e) Effective communication and interpersonal skills
- f) Ability to work under pressure and meet strict deadlines
- g) Proficiency in Microsoft Excel and other relevant ICT tools

## How to Apply?

Interested and suitably qualified candidates should submit an application letter, detailed curriculum vitae, and certified copies of academic and professional qualifications. Applications must clearly indicate the post being applied for and should be submitted **ONLINE** through the ZIMSTAT website [www.zimstat.co.zw](http://www.zimstat.co.zw) no later than 21 April 2026.

***ZIMSTAT is committed to diversity and is an equal opportunity employer. We particularly encourage applications from women.***

