

# VACANCY

## PAYROLL CLERK



Permanent Contract



Human Resources

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and commenced trading in November 2025 following the completion of our state-of-the-art abattoir, with an annual slaughter capacity of 50,000 cattle.

As a subsidiary of a holding company listed on the NSX (over-the-counter trading entity).

Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

### PRIMARY PURPOSE OF THE POSITION

To ensure accurate, timely and confidential payroll processing in accordance with Company policies, payroll procedures and applicable statutory requirements. The position maintains payroll records, processes approved employee changes and payroll inputs, performs payroll checks and reconciliations, and ensures payroll is finalised within prescribed deadlines. As part of the Human Resources Department, the role ensures alignment between employee records, approved employment changes and the payroll system, while providing reliable payroll support to employees and management.

### KEY DUTIES AND RESPONSIBILITIES

- Payroll Administration, Processing and Reporting
  - Process monthly payroll accurately and within prescribed deadlines, including approved payroll inputs and routine payroll reporting.
  - Maintain employee payroll information and ensure approved employee changes are correctly captured on the payroll system and supporting records.
  - Maintain payroll documentation and provide applicable administrative support.
- Payroll Verification and Reconciliation
  - Verify payroll calculations, reports and deductions and reconcile discrepancies before payroll finalisation.
- Payroll coordination, compliance and Confidentiality
  - Coordinate payroll-related requirements, maintain compliance and ensure strict confidentiality of payroll information.
- General Department Administration and Support
  - Provide administrative and coordination support to the department to ensure efficient operations.
- Ad hoc functions as and when required
  - Perform other reasonable payroll and HR-related duties as required.

### QUALIFICATIONS, EXPERIENCE AND SKILLS

- Certificate and/or Diploma in Human Resources, Accounting, Finance and / or a related field will be advantageous.
  - Strong operational knowledge of payroll processes, statutory deductions and payroll-related requirements in Namibia.
- Three (3) Years of experience in payroll administration, with the responsibility of operating a payroll system.
  - Processing a monthly payroll from input through to finalisation.
- Strong understanding of HR Policies & Procedures, best practices and Standard Operational Procedures.
- Demonstrated ability to handle confidential information with discretion and integrity.
- Experience in the FMCG Industry and or Manufacturing environment will be highly advantageous.
- Advanced Skills in Microsoft Office suite.
  - Word, Excel, Outlook, etc.
- Valid Driver's License.
- Namibian Citizen / Resident / Domiciled

### APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Submit a cover letter, providing a detailed motivation for your application, with an updated Curriculum Vitae to the HR department. Mail your completed application to: [HR@SBO.NA](mailto:HR@SBO.NA)

**THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: PAYROLL CLERK**

No late applications will be accepted.

Only short-listed candidates will be contacted, and no documents will be returned to applicants.

CLOSING DATE FOR APPLICATIONS:

# 30 SEPTEMBER 2026

