



Job Advert

NAMBoard invites suitably qualified and motivated candidates to apply for one (1) position of Human Resources Officer – Payroll and Benefits.

Human Resources Officer – Payroll and Benefits

The successful candidate will be responsible for accurate and timeous payroll processing, employee-benefits administration, HRIS data integrity and general HR support. The incumbent will maintain effective payroll controls, reconciliations and audit trails, respond to employee queries, support compliance, and provide cover across HR administration when required.

Key Performance Areas

The incumbent will be expected to:

- Capture, validate and reconcile payroll inputs, including salaries, overtime, allowances, deductions, leave effects and employee movements.
- Prepare payroll control reports and supporting schedules for review and approval within prescribed deadlines.
- Reconcile payroll totals, statutory deductions, employer contributions, benefit schedules and the general-ledger interface.
- Administer medical aid, provident/pension, insurance and other approved benefits, including enrolments, amendments, claims and exits.
- Maintain accurate employee master data, payroll records, audit trails and HRIS/employee-self-service workflows.
- Respond promptly to payroll and benefit queries and prepare payroll, headcount, leave and personnel-cost reports.
- Support recruitment, onboarding, performance management, employee relations, reporting and QMS documentation.

Minimum Requirements

- Bachelor's degree in Human Resources Management, Industrial Psychology, Business Administration with HR, or an equivalent qualification.
- Minimum of three (3) years' relevant HR experience, including practical payroll and employee-benefits administration.
- Working knowledge of Eswatini labour legislation, payroll controls, statutory deductions, HR policies and confidentiality requirements.
- Proficiency in Payspace payroll system and Microsoft Excel, including payroll reconciliations and reporting.
- Strong numerical accuracy, analytical ability, attention to detail, communication, employee service and teamwork.

Application Procedure

Please email your application letter, detailed Curriculum Vitae and certified copies of qualifications to the Human Resources Manager, National Agricultural Marketing Board, P.O. Box 4261, Manzini.

Email: recruitment@namboard.co.sz

Email subject: HRO – Payroll and Benefits

Closing date: 04 September 2026

Should you not receive any correspondence within 14 days after the closing date, please consider your application unsuccessful. Only emailed applications will be accepted.