

## **POSITION DESCRIPTION**

Independent Commission Against Corruption

### **AM8054 - Human Resource Officer (Payroll)**

The **Independent Commission Against Corruption (ICAC)** was established by Part VIII Division 3 of the *Constitution and the Organic Law on the Independent Commission Against Corruption 2020 (OLICAC)*. The purpose of the ICAC is to contribute to preventing, reducing, and combating corruption in collaboration with other agencies.

Applications are invited from qualified and experienced professionals for this role based in Port Moresby.

#### **Human Resource Officer (Payroll)**

Reporting to the Director Human Resource Management, the role is responsible for ensuring effective and efficient management of the ICAC'S payroll.

#### **Key Responsibilities:**

- Assist develop Payroll Manual guidelines for processing of payroll setting out the payroll process with clear demarcation of payroll responsibilities for proper vetting, checks and balances of the payroll
- Process fortnightly payroll in a timely and efficiently manner within the agreed payroll cycle ensuring that salary remittance to the banks and credit of salaries to employee bank accounts is on time
- Check and verify integrity of payroll data is correct and accurate prior to populating into the payroll for accurate processing of the payroll and other payroll payments
- Respond to staff payroll queries and provide quality advice and clarity for a satisfactory outcome and better understanding of the payroll process and calculation of entitlements and tax rates
- Run regular monthly end of month and end of the year payroll rollover and backups prior to recommencing of the new payroll for the new month and year
- Monitor and keep up to date with due dates for officers' entitlements and ensure payment done on timely basis
- Calculate and process contract entitlements such as annual or six-monthly gratuities and process payments on the date of maturity
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- Process performance salary increments, CPI salary increases and back pays, and ensure correct and accurate calculations and disbursement in a timely manner
- Calculate and process separation advices for termination, resignation and retrenchment and ensure attention to details and correct calculations and application of appropriate tax regimes prior to disbursement
- Calculate overtime payments according to the overtime rates and guidelines administering the payment and calculations of overtimes
- Develop and update payment schedules of various regular payments or entitlements such as contract gratuities, leave entitlements, other benefits and entitlements and ensure payments are processed on the date of maturity
- Process and ensure timely monthly tax remittance to the Internal Revenue Commission or Taxation Office within the tax remittance timeline
- Maintain good working network with payroll systems developers for effective administration of the payroll and for technical and capacity development to enhance payroll skills and knowledge for effective and competent running of the payroll system
- Carry out other duties consistent with the above as directed by the Director Human Resources Management.

#### **Expected Competencies:**

- Diploma in Business Administration, Human Resources Management or related field
- Certificate in payroll processing and administration using Alesco Payroll or CHRIS21 Payroll or other payroll systems

- Minimum of 5 years` experience in similar role as a Payroll Officer with strong knowledge of the Internal Revenue Commission Tax Act as relates to payroll
- Sound knowledge of payroll operations in relation to systems such as CHRIS21, Concept and Alesco Payroll Systems or related high operating payroll systems
- Good knowledge of best practice payroll systems and guidelines
- Good understanding of the Public Service General Orders, Public Finance (Management) Act, Public Service Budget Cycle and the pre-requisite requirements, payroll guidelines and financial procedures manual.

**This position is open to PNG citizens only.**

**APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Wednesday, 22 November 2023**

*Only shortlisted applicants will be contacted*

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**