



Head of Human Capital Shared Services, Payroll & Reporting

Status: Permanent

Location: Nelspruit Office

Grade: D4

Reporting Line: Executive: Human Capital

An exciting opportunity exists for an accomplished Human Capital leader to head our Human Capital Shared Services, Payroll & Reporting function.

Reporting directly to the Executive: Human Capital, the successful candidate will provide strategic leadership and operational oversight of Human Capital Shared Services, Workforce Administration, Payroll, Human Capital Information Systems (HCIS), Employee Services, Human Capital Reporting & Analytics and Human Capital Projects across the Group.

This executive leadership role is responsible for driving service excellence, operational efficiency, digital transformation and governance while ensuring the delivery of accurate payroll, reliable workforce information and meaningful people insights that support strategic business decision-making.

Key Responsibilities

The successful candidate will:

- Develop and implement the Human Capital Shared Services strategy aligned to the Group Human Capital Strategy.
- Lead the delivery of Payroll, Workforce Administration and Employee Services across the organisation.
- Ensure payroll accuracy, statutory compliance and sound payroll governance.
- Drive operational excellence through standardised processes, automation and continuous improvement.
- Provide strategic oversight of the Human Capital Information System and related technologies.
- Deliver executive workforce reporting, people analytics and management information.
- Lead strategic Human Capital projects and digital transformation initiatives.
- Ensure compliance with labour legislation, payroll legislation, governance requirements and organisational policies.
- Manage departmental budgets, financial controls and service provider contracts.
- Lead, coach and develop a high-performing Human Capital Shared Services team.

Requirements

Qualifications

- A Degree (NQF Level 7) in Human Resources, Accounting, Business Administration, Commerce or a related field.
- A Postgraduate qualification (NQF Level 8) in Human Resources, Accounting, Business Administration, Commerce or a related field will be an added advantage.

Experience

- 8 – 10 years' in Human Capital/Resources experience in a medium to large organisation.
- At least 5 years' experience in a management role leading Shared Services or Payroll.
- Extensive experience managing complex payroll environments.
- Demonstrated experience leading Human Capital Information Systems, Payroll and Shared Services.
- Strong understanding of payroll accounting, financial controls, labour legislation and statutory compliance.
- Proven experience driving service excellence, technology-enabled transformation and organisational change.

Competencies

The ideal candidate will demonstrate:

- Strategic leadership and business acumen.
- Strong governance and risk management capability.
- Expertise in payroll governance and Human Capital operations.
- Advanced analytical and problem-solving skills.
- Excellent stakeholder management and influencing ability.
- Strong financial management capability.
- A customer-centric approach to service delivery.
- A passion for continuous improvement and innovation.

Why Join Us?

This is a unique opportunity to lead a strategically important Human Capital function that supports the organisation's people agenda and business success. You will play a pivotal role in shaping Human Capital service delivery through operational excellence, digital enablement, sound governance and workforce insights that contribute to sustainable organisational performance.

SAFCOL Group is an equal opportunity company with the focus on gender equality and people with disabilities.

Employment Equity will be taken into consideration in terms of all appointments within SAFCOL

By submitting your CV to SAFCOL, you hereby give permission to circulate your information to the interview panel members for this vacancy only. Your information will not be used for any other role/purpose and will be disregarded after an offer has been made.

Interested qualified individuals can e-mail a concise CV with relevant copies of qualifications in confidence to:

Ms. Sandra van der Walt, Human Capital Practitioner, sandrarecruitment@safcol.co.za, contact number 082 079 1092

Closing date: 12 August 2026

If you not have received a response within 30 days of the closing date, please consider your application unsuccessful