

## PAYROLL OFFICER

**Business Unit: ADMINISTRATION & FINANCE**

**Location: Windhoek**

### About the Central Procurement Board of Namibia (CPBN)

The Central Procurement Board of Namibia (CPBN) was established as a juristic person by the Public Procurement Act of 2015 (Act No. 15 of 2015) as amended with the mandate to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for the public entities. In pursuing its mission to ethically manage procurement on behalf of Namibian public entities CPBN invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the above role.

### Job Description

The Payroll Officer is responsible for the processing of payroll and timeous payment of salaries, remitting income taxes and related reports which include preparing monthly, quarterly and year-end payroll statements. The Payroll Officer ensures that all pay related calculations are accurately and timeously undertaken through the payroll system ensuring compliance with CPBN's Remuneration Policy as well as Ministry's Finance regulations. By working closely with HR personnel, the Payroll Officer also attends to payroll related queries.

### Minimum Requirements

- A Bachelor's degree in Accounting/ Human Resources Management
- 3 years' experience in a similar position
- Experience working with Payroll systems

### Technical Competencies

- CPBN Finance & Remuneration Policies & Procedures
- Sound knowledge of the Namibian Labour Act No 11 of 2007 as amended in as far as pay related elements are concerned.
- Namibian Tax Law and Social Security in as far as they relate to employee payments/benefits.
- General understanding of CPBN Services

**Salary package:** Market-related Salary.

CPBN invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, certified copies of qualifications to:

E-mail: [recruitment@cpb.org.na](mailto:recruitment@cpb.org.na) On email applications please enter the title of the position in the subject line.

### Address applications to:

The Manager: Human Capital  
Central Procurement Board of Namibia  
PO Box 23650  
Windhoek

Enquiries: Ms. A. Nghifikepunye. Tel: (061) 447747

**CLOSING DATE: 06 JUNE 2025**

Only shortlisted candidates will be contacted for interviews.

**SUCCESSFULL CANDIDATES WILL BE SUBJECTED TO VETTING/SECURITY CLEARANCE.**