



MBUYELO

Tshedza Mining Resources (Pty) Ltd
a subsidiary of Mbuyelo Energy

PAYROLL ADMINISTRATOR

GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Energy	DATE	29 JULY 2026
OPERATION	Manungu Colliery	JOB LEVEL	C Level
LOCATION	Delmas	JOB REF NO	TSH148
DISCIPLINE	FINANCE		
REPORTING STRUCTURE: Finance Manager			
ROLE SUMMARY (PURPOSE)			
The Payroll Administrator is responsible for maintaining and managing a company's payroll. To calculate salaries and ensure that employees' salaries are paid correctly and on schedule.			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
Responsibilities	• Full function on Sage 300, i.e., registering new staff, IS changes • Handling of payroll queries and seeking a solution • Administration of employee salaries, benefits and liaising with third parties • Ensuring that all new staff are registered on pension/ Provident/provident bridging fund to the service provider • Formulate and calculate overtime spreadsheet and load onto Sage 300 • Run identified reports on ASCI and convert to Excel and/or PDF • Terminations: • Updating Sage 300 on terminated staff • Ensuring that all timesheets are submitted and updated • Paying out leave due to employees • Checking and reconciling payroll • Preparing monthly payroll reports and reconciling payroll • Pulling month-end reports • Exporting and Upload Bank file for Salaries on STD BOL • Uploading 3rd party payments onto the bank • Uploading monthly billing schedule and activating debit order payments on Liberty portal • Leave form app processing and keeping track of leave balances		

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	• Handling financials of maternity leave and unpaid maternity leave due • Handling general HR, personnel and Payroll queries • Other duties as required • Run/Prepare and issuing payslips • Issuing IRP5 • Running monthly back-ups • Rolling over to a new month
Qualifications/ Experience/Skills/ knowledge	• Grade 12 • Diploma in Payroll Administration or Equivalent Qualifications • 3 or more years' experience in payroll administration • Practical knowledge of Payroll Best Practices • Reasonable exposure to a mining environment • Computer skills
Additional information	• Mbuyelo Energy shall apply the Employment Equity principles as set out in Company's Employment Equity Policy • Incomplete CV's and/or applications will not be considered. • If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful. • Internal candidates that wish to apply for this opportunity must inform their supervisors upon applying.
Closing date	The closing date for applications: 05 August 2026
Contact details	e-mail applications, quoting reference number TSH148 to: hr.manungu@mbuyelo.com

Mbuyelo Energy has a rich footprint in the Mpumalanga province of lush South Africa. It is born from the company Mbuyelo Group (Pty) Ltd which has its main business in the coal mining industry and is similarly growing its portfolio in other businesses such as the properties, farming and contracting industries.