

JOB DESCRIPTIONS

Job Title	Payroll Specialist	Document No.	QF-230
Reports to	HR Manager	Revision No.	Original
Leader Department:	HR & Admin Dept		
JOB SUMMARY	Responsible for managing payroll operations and providing IT and ERP system support. Ensures accurate and timely payroll processing through (AFAQ) system, while supporting ERP (Dolphin) related to financial transactions, purchase orders, and payments. Provides technical support, maintains system integrity, and ensures data security and compliance with company policies and ISO standards.		
BUSINESS/ PRODUCTS	DPSAr Provides complete service solutions to the power industry, including: ➤ Site overhaul services ➤ Maintenance services ➤ Retrofits, modernization, and upgrades Spare Parts ➤ Long term O&M contracts ➤ Consultancy and specialized maintenance solutions		
MAIN DUTIES & RESPONSIBILITIES	A. Payroll Management ➤ Process monthly payroll accurately using AFAQ system. ➤ Maintain payroll records including salaries, allowances, and deductions. ➤ Ensure compliance with company policies and labor regulations. ➤ Handle employee payroll inquiries. ➤ Coordinate with Finance for salary payments and bank transfers. ➤ Prepare payroll reports and reconciliations. ➤ Manage end-of-service benefits and final settlements. B. ERP System Support ➤ Support ERP system operations related to finance and procurement. ➤ Assist in purchase orders, invoicing, and payment processing. ➤ Troubleshoot ERP issues and coordinate with vendors. ➤ Support system configuration and user requirements. ➤ Generate ERP reports and ensure data accuracy. C. System Integration & Data Management ➤ Ensure integration between AFAQ and Dolphin systems. ➤ Maintain data accuracy and consistency. ➤ Support system upgrades, testing, and implementation. ➤ Prepare documentation and user manuals. D. Compliance & Security ➤ Ensure confidentiality of payroll and company data. ➤ Maintain system access controls and permissions. ➤ Support internal and external audits. ➤ Comply with ISO 9001, ISO 14001, ISO 45001, and ISO 27001 requirements.		
Integrated Management System (IMS) Responsibilities	➤ Comply with company policies related to Information Security, HSE, and Environmental Management Systems. ➤ Protect company information assets from unauthorized access or disclosure. ➤ Report any security incident, system issue, or non-compliance. ➤ Use IT systems responsibly and follow access control policies. ➤ Follow safety procedures and ensure safe working practices. ➤ Participate in training and awareness programs. ➤ Support risk assessments and continuous improvement initiatives.		

QUALIFICATION PROFILE

EDUCATION	• Bachelor's Degree in IT, Finance, Accounting, or related field. • 3–6 years in payroll and ERP/IT support.
	• Payroll systems knowledge (AFAQ or similar) • ERP systems experience (Dolphin or similar) • IT troubleshooting skills • Analytical thinking • Communication skills • Microsoft Office Professional
PROFESSIONAL SKILLS / EXPERIENCE	
SUPPLEMENTARY ATTITUDE	• High ethical standards and professionalism. • Ability to work under pressure and manage multiple priorities. • Strong interpersonal skills and cultural awareness. • Proactive and solution-oriented mindset. • High integrity and confidentiality. • Teamwork and cooperation.

The Employee shall also carry out any tasks that are assigned by Management necessary to fulfill the job requirements and/or the organizational needs/requirements.