

**DISTRIK MUNISIPALITEIT
DISTRICT MUNICIPALITY
U-MASIPALA WENINGQI**

**INTERNAL AND EXTERNAL ADVERTISEMENT:
PERMANENT POSITION
VACANCY: FINANCIAL SERVICES: PAYROLL OFFICER**

ZF Mgcawu District Municipality, situated in the Northern Cape Province and based in Upington, is a dynamic equal opportunity employer. Suitable, qualified and committed individuals are invited to apply. Appointments will be made according to the accepted equal opportunities and Council's affirmative-action policy.

JOB TITLE	Payroll Officer
REPORTING TO	Assistant Accountant: Payroll
ANNUAL SALARY	R199 224.53
DURATION	Permanent
LOCATION	Upington Head Office
PREFERRED MINIMUM EDUCATION AND REQUIREMENTS	Grade 12 ; Financial Certificate with Accounting or Mathematics; Computer literacy (MS Office Applications with Excel – SAMRAS knowledge will be an advantage
PREFERRED MINIMUM EXPERIENCE	2-4 years payroll experience Working experience in PAYESITE, UIF and employee benefits and deductions
JOB RESPONSIBILITIES Detailed tasks and KPA's in Job Description	Update and maintain the payroll information system; process salary payable to employees, allowances and deductions by applying laid down procedures to insert, adjust, reconcile and integrate pay data into schedules, reports and accounting systems; Refer to letters of appointment/termination correspondence and process benefit and deductions on the system; Input relevant data against individual fields referring to source documentation in respect of salaries and allowances due; Check information, adjustments and calculations of third party payments prior to extracting and forwarding the salary report and schedules for approval; Print and distribute the salary advices Maintain and update employee records on the payroll system
ADDITIONAL COMPETENCIES	High degree of confidentiality Able to work accurately Able to work under pressure and independently Good written and oral communication skills Assertive, organised and proactive Deadline driven
APPLICATION TO BE DIRECTED TO	In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only. You are further advised that the Council has the right to appoint any candidate if it is in its view that no suitable candidate could be found Canvassing for appointment is highly discouraged. Shortlisted candidates will be subjected to security vetting. Application: Detailed and comprehensive Curriculum Vitae including covering letter accompanied by certified copies of Qualifications must be addressed to: The Municipal Manager, Private Bag X6039, Upington 8800. Hand deliveries: Corner Dr. Nelson Mandela Drive & Upington 26 Drive Upington No faxed or emailed applications will be accepted. If you have not received any response within 30 days after the closing date, consider your application unsuccessful. Enquiries can be directed to: Mr. DJ Van Zyl, Director Corporate Services Tel: 054 - 337 2800
CLOSING DATE OF APPLICATIONS	19 April 2022 at 12:00 Midday
MUNICIPAL MANAGER	Mr. J.G .Lategan