

**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.

<b>JOB TITLE</b>	Payroll Officer
<b>REPORTING TO</b>	Assistant Accountant: Payroll
<b>ANNUAL SALARY</b>	PL:10/1 AS PER SALARY SCALES
<b>DURATION</b>	Permanent
<b>LOCATION</b>	Upington Head Office
<b>PREFERRED MINIMUM EDUCATION AND REQUIREMENTS</b>	Grade 12 ; Financial Certificate with Accounting or Mathematics; Computer literacy (MS Office Applications with Excel – SAMRAS knowledge will be an advantage
<b>PREFERRED MINIMUM EXPERIENCE</b>	2-4 years payroll experience Working experience in PAYESITE, UIF and employee benefits and deductions
<b>JOB RESPONSIBILITIES</b>  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
<b>ADDITIONAL COMPETENCIES</b>	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
<b>APPLICATION TO BE DIRECTED TO</b>	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. <b>Application:</b> 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. <b>Hand deliveries:</b> 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
<b>CLOSING DATE OF APPLICATIONS</b>	<b>02 November 2022</b>
<b>ACTING MUNICIPAL MANAGER</b>	Mr. A.K. Tieties