

EMTHANJENI MUNICIPALITY



INTERNAL ADVERTISEMENT

NOTICE NO: 16/2021

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCIAL SERVICES

1. SALARY CLERK: DE AAR

Salary: R 141 938.00 – R 184 254.00 (Task Level 6)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- NQF Level 4
- Basic computer competency
- Attention to detail
- Methodical and accurate
- Sense of responsibility
- 1 – 2 years relevant creditors / payroll administrative experience
- Bilingualism
- Creative and analytical thinking
- Must work overtime after normal office hours when required

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Perform archiving tasks relating to the preparation of incoming and outgoing correspondence and other documents received for filing, by place filing on subject files
- Refer to previous correspondence on files to ensure that correct filing is placed on files
- Prepare proof documentation for audit purposes
- In order to ensure administrative procedures controlling the receipting, circulation, filing and destruction of functional files and records are complied with.
- Perform routine clerical duties regarding photocopying and handling of mail to support the registration function.
- Perform routine filing tasks to assist with the filing of documents by filing of correspondence on files and making out files to relevant officials
- Preparing filing cabinets for new / closed files
- Filing and safe-keeping of financial documentation, such as cheque payment supporting documentation, EBS, creditors summaries, stores documentation, journals
- Handle the routine tasks regarding the opening and closing of files in order to comply with prescribed archives procedures.
- Assist with the application of specific processes associated with updating the Payroll System parameters by inserting changes to the remuneration structure and related parameters based on publish adjustments and/or internal policies.
- Capturing approved budgetary provisions in respect of payroll expenses.
- Inputting relevant data against individual fields referring to source documentation in respect of salaries and allowances due.
- Printing, checking and distributing the salary advice notification to individual members.
- Integrating pay system records to the general ledger, reconciling and correcting salary misallocations through the processing of relevant journals.
- Printing and distributing member's income tax certificates, reconciling and seeking approval from the immediate superior prior to creating and forwarding electronic income tax data file to the Receiver of Revenue.
- Interacts with all employees, all levels of management, councillors, to assist, advice, consult, convey and obtain information by means of telephonic and written communication, personal communication and informal meetings, Use diplomacy when dealing with staff about salaries. Seek compromises and agreement on alternative working processes to streamline procedures.
- With officials of State Departments and other Municipalities to advise, convey information and consult. By means of written, telephonically and electronically correspondence. Use diplomacy, persuasion and work process in order to ensure that the post's responsibilities regarding interaction and liaison are efficiently executed.
- Perform any other related duties as instructed by Supervisor.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Chief Financial Officer: Mr MF Manuel at 053 632 9100.

Closing date: 9 April 2021 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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