

**MAGARENG**



**MUNICIPALITY**

### **PERSONNEL VACANCY**

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

**POST : SALARY AND PAYROLL OFFICER (PERMANENT)**

**SALARY: R228 300 (POST LEVEL: 9)**

#### **MINIMUM QUALIFICATIONS / POST REQUIREMENTS**

- A National Diploma / Degree in Accounting/ Finance/ Auditing or Cost and Management
- At least 2 years experience in Local Government, Public Service Sector or Private Sector.
- Valid driver's licence.
- No criminal record.

#### **KNOWLEDGE**

- Ideal candidate is expected to display profound knowledge of Payroll and HR Administration.
- Knowledge of dealing with National Treasury Circulars and Implementation of relevant Collective Agreement;

#### **COMPETENCIES**

*The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations of 20 September 2021.*

#### **KEY PERFORMANCE AREAS**

- Recording of all Payroll data in the Municipality's software system ;
- Calculating overtime, salary increase, standby allowance, housing subsidies/allowances and shift/night out allowances as per the SALGBC collective agreement.
- Processing holiday, sick and maternity leave payments;
- Issuing of IRP5's and other necessary tax forms;
- Answering employees questions and complaints about payroll;
- Deducting all third parties related payments.

#### **PLEASE NOTE:**

1. The Salary and Payroll Officer need a range of skills which includes amongst others:-

- Thorough attention to details
- Familiarity with common payroll software
- Ability to work independently;
- Excellent written and verbal communication skills;
- Sensitive and understanding

- Ability to remain calm in stressful situations.
- 2. The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and its EE Plan;
- 3. No late or faxed applications will be considered;
- 4. Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and disclosure of interest;
- 5. Suitably qualified applicants must submit their application with a detailed CV, certified copies of academic qualifications, Identity document and driver's licence (certified copies must not be older than 3 months) to the **Human Resource Manager P.O. Box 10 Warrenton Northern Cape 8530**;
- 6. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful;
- 7. The municipality reserves the right to appoint or not appoint any person;
- 8. **Closing Date: 30 July 2024**

Enquiries can be directed to Mr Oregolele Mokwa (HR Manager)

Tel: 053 497 3111 during office hours (07:30 - 16:00)