



**MANDENI LOCAL MUNICIPALITY
INTERNAL/EXTERNAL VACANCY**

Applicants living with disability are encouraged to apply

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : BUDGET AND TREASURY OFFICE
POSITION : FINANCIAL ACCOUNTANT: PAYROLL AND INVESTMENT
TASK GRADE : 09
SALARY NOTCH : R 200 515 PER ANNUM
SALARY SCALE : (R 200 515 pa - R 260 287 pa)
(Subject to Implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : TUESDAY, 29 DECEMBER 2020 @12:00 PM
REF NO : PN 92/2020

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma in Financial Accounting
- 2-3 years' Experience In Expenditure and Payroll Administration in local government
- Computer Literacy
- A valid driver's license
- B com degree will serve as an added advantage

DUTIES

- Attends to the application of specific processes associated with updating the Payroll System parameters
- Executes specific procedures and applications associated with the verification and processing payroll information
- Executes applications associated with the preparation and submission of specific payroll related documents/reports and maintains records/ information
- Attend to queries/ enquires and makes information available

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates and quoting the relevant reference**

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdietshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered. If you do not hear from us within 90 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


**SG KHUZWAYO
MUNICIPAL MANAGER**

DATE: 08/12/2020