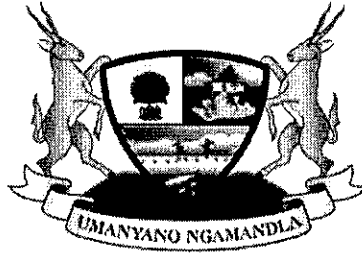


Mbizana Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

EXTERNAL-ADVERTMENT

Mbizana Local Municipality is a category 2 Municipality that is committed to affirmative action and provisions Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified, experienced, and innovative individuals to fill the vacant position indicated below:

- POST : SECRETARY TO THE SENIOR MANAGER: DEVELOPMENT PLANNING**
DEPARTMENT : DEVELOPMENT PLANNING
DURATION : CONTRACT
SALARY SCALE: R 250 847.76 ALL INCLUSIVE PACKAGE PER ANNUM

REQUIREMENTS

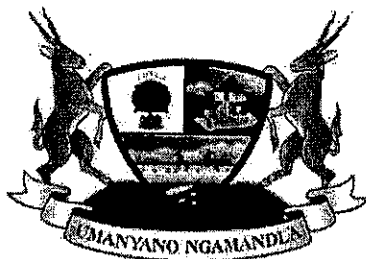
- ✓ Grade 12
- ✓ Computer literate
- ✓ Administration and / Secretarial Experience
- ✓ Good Communication Skills (Verbal & Written Communication)

KEY PERFORMANCE AREAS

- ✓ Scheduling, confirming and updating the diary of the Senior Manager: Development Planning and alerting or indicating priority / urgent meetings requiring attention.
- ✓ Organising, confirming and scheduling meetings / appointments with internal departments / external officials, arranging the venue and attending to catering / refreshments requirements.
- ✓ Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and / or seeking information and approval of and communicating response established for specific / or routine matters.
- ✓ Preparing travelling and accommodation for the Senior Manager: Development Planning
- ✓ Welcoming and introducing visitors in department
- ✓ Typing, compiling and submitting Senior Manager: Development Planning travel claims forms for approval

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2. **POST : PAYROLL ADMINISTRATION CLERK**
DEPARTMENT : CORPORATE SERVICES
TASK GRADE : 06
SALARY SCALE : R 108 066.00 – R 140 292.00

REQUIREMENTS

- ✓ Grade 12
- ✓ Certificate in HR/Finance/Payroll
- ✓ VIP People 300 will be an added advantage
- ✓ Computer Literacy
- ✓ Communication Skills
- ✓ One year experience in Payroll Administration

KEY PERFORMANCE AREAS

- ✓ Capturing of new employees into the payroll system.
- ✓ Management of leave application in ESS system.
- ✓ Administer and control all accounting functions related to payroll.
- ✓ Control all input data into payroll, and also attend to calculation of salaries and allowances.
- ✓ Deal with queries; prepare reports and correspondence related to payroll functions.
- ✓ Attend to preparation and payments of deductions, to various creditors and third parties, like pension funds, medical aids, Salga levies, tax deductions.

NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.

All correspondences should be addressed to: The Corporate Services Senior Manager, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to HR Offices during office hours. For more information, please contact: Ms N. Mshweshwe on 039-251 0230. Closing date: ~~23 August 2018~~

04 September 2018 *[Signature]*

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.

[Signature]
Mr. L. Mahlaka
Municipal Manager