

PIXLEY KA SEME  
DISTRICT MUNICIPALITY

**ADVERTISEMENT**

**INTERNAL VACANCY**

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunity:

## **CLERK SALARIES**

### **REQUIREMENTS**

- Grade 12
- Relevant payroll administrative experience (1-2 years) will be an added advantage
- Good interpersonal and communication skills
- Capability to work independently
- Ability to function under pressure
- Computer literacy

### **RESPONSIBILITIES**

- Information system updates referring to letters of appointments and terminations and adding/deleting members on the system
- Inserting changes to the remuneration structure and related parameters based on published adjustments and/or internal policies
- Capturing approved budgetary provisions in respect of payroll expenses.
- Inputting relevant data against individual fields in respect of salaries and allowances due
- Checking information, adjustment and calculations prior to extracting and forwarding the salary report and schedules for approval.
- Printing, checking and distributing the salary advice notification to individual employees.
- Integrating pay system records to the general ledger, reconciling and correcting salary misallocations through the processing of relevant journals.
- Printing and distributing employee's income tax certificates.
- Creating personnel files (finance)
- Paying over of third parties
- Filing of salary related documentation

**BASIC SALARY: (T6) R10 004 - R12 988 per month + fringe benefits**

**ENQUIRIES:** Mr. SB Ntamehlo, Telephone number 053-6310891.

**Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid drivers licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000**

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

**NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.**

**Note: No faxed or e-mail applications will be considered.**

**Closing date: 6 July 2018**



RE Pieterse  
Municipal Manager  
Pixley ka Seme  
District Municipality  
Private Bag X1012  
De Aar , 7000