



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

CONTROLLER EXPENDITURE PAYROLL: BUDGET AND TREASURY – PERMANENT REFERENCE NO – KLM 06/2023/2024 (TASK 10- R273 668.00 PER ANNUM)

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- B. Com Degree or National Diploma in Accounting/ Financial Management.
- Two to Three years (2-3) relevant experience in Payroll.

KEY ATTRIBUTES AND COMPETENCIES:

- The incumbent must have an understanding of professional application of legislative.
- Must have the ability to interpret financial reports.
- Payroll/ salary administration -The processing and compilation of payroll/ salary information in order to ensure payroll deadlines are complied with and processing and updating sequences are applied
- Relevant data is reviewed against individual fields referring to source documentation in respect of salaries, medical aid, pension-fund, allowances and Tax Directive applications are processed.
- Information, adjustment and calculations are reviewed prior to extracting and forwarding the salary report and schedules for approval
- Incumbent must co-ordinate and control sequences associated with the verification and provision of information related to creditors accounts.
- The incumbent must provide guidelines / guidance / training to the personnel on the application of procedures.
- The incumbent must be able to prepare financial reports.
- Computer literacy – office application.
- A high level of attention to detail skills is required.

NB: Please Note:

No faxed or e-mailed applications will be considered; Candidates are required to complete the prescribed “Annexure C” application form as per Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history.

Financial interest;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

Applications can be post to The Municipal Manager

Attention: ADV. W. Blunden
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Management: Corporate Services, Ms. M. C. Pienaar (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 29th September 2023