



**MTUBATUBA LOCAL MUNICIPALITY
UMASIPALA WASE-MTUBATUBA
MTUBATUBA MUNISIPALITEIT**

**PAYROLL OFFICER
(PERMANENT)
Task Grade 10 of a Category 1 Municipality**

Minimum Requirements:

- Matric;
- Higher Diploma (NQF 6) in Financial Accounting;
- Computer Literate (MS Word & Excel)
- Familiar with VIP Software system used in payroll;
- Good understanding of reconciliation processes;
- 06 – 24 months experience in the payroll environment.

Full Description: Responsibilities Personnel administration. Payroll, which will entail processing of documentation.

- Salary payments including stand-by, overtime and allowances.
- Reconciliations.
- Third party payments and enquiries.
- Other responsibilities will entail liaising with external parties and internal clients.

*Enquiries can be directed to the **Human Resources Section on 035-550 0069** during office working hours.*

Applications together with a comprehensive CV and certified copies of relevant qualifications should be addressed and submitted to: The Acting Municipal Manager, Mtubatuba Municipality, P. O. Box 52, Mtubatuba, 3935 on/or before 06 May 2016.

**Ms N.Q. Mzimela
The Acting Municipal Manager**

Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.

Should you not be contacted within a period of three months from the closing date, your application should be deemed to have been unsuccessful

CLOSING DATE – 06 May 2016