



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 24/03/2017.**

**Municipal Manager  
Mr. A.J. Mngomezulu**

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 – 24/03/2017**