



# THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHLENI**

✉ Private bag X3 HOPETOWN 8750  
Church Street HOPETOWN 8750  
☎ (053) 2030005/8  
Fax (053) 2030490  
www.thembelihlemunicipality.gov.za

Thembelihle Municipality, an equal opportunity, affirmative action employer, is awaiting the applications for the following position.

## SENIOR CLERK: PAYROLL & CONDITIONS OF SERVICE

### REQUIREMENTS

- A Grade 12 Certificate or equivalent qualification
- Minimum of two years' experience
- Have a good knowledge of the Sebata Payroll System and /other payroll computer systems
- Have good oral and written communication skills
- Be computer literate and have good knowledge of Windows spreadsheet application
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### DUTIES: KEY PERFORMANCE AREA

- Attends to the application of specific processes associated with updating the Payroll System
- Referring to letters of appointment/termination correspondence and adding/ deleting members on the System
- Inserting changes to the remuneration structure and related parameters on published adjustment and/ or internal Policies
- Inputting relevant data against individuals fields referring to source documentation in respect of salaries due
- Checking information, adjustment and calculations prior to extracting and forwarding the salary report and schedules for approval
- Printing, checking and distributing the salary advices to individual members
- Preparing schedules to reflect statutory and other relevant returns, forwarding to the immediate supervisor for approval and submit approved reconciled schedules to respective institutions
- Administer all types of leave by issuing, recording and capturing all types of leave.
- Processing of correspondences associated with confirmation of employment, contracts, regret letters as well as termination of services.
- Completing standardised forms and documentations reflecting details/information and descriptions in respect of appointment/terminations instructions.
- Maintaining and updating personnel information with respect to changes in employment/personal status.
- Assist employees to make changes to their details eg. Banking details, pension, conditions of service and social schemes.
- Rendering administrative services in the recruitment process eg. Making schedules and notifying all stakeholders.
- Arranging and proving information on matters such as gender, employment levels, race groups and disabilities as required
- Knowledge of payroll relating to SARS etc. Easy Filing

**Remuneration:** Annual salary based on Notch 1 Task Grade 6 of Category 1 Local Authority

**Closing Date:** 19 August 2015

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials and ID document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful.

### Please forward applications to:

Municipal Manager  
Thembelihle Municipality  
Private Bag X3

**HOPETOWN**

8750

Tel: 053-2030005/8/442

Enquiries: Manager: Corporate Services, attention **Mr NE Mguye**