



**EHLANZENI DISTRICT MUNICIPALITY**  
(AN EQUAL OPPORTUNITY EMPLOYER)  
SITUATED IN MBOMBELA IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITIONS:

**(Previously disadvantaged individuals and people with disabilities are encouraged to apply)**

**DEPARTMENT: FINANCIAL SERVICES**  
**ACCOUNTANT: PAYROLL (POST LEVEL 6)**  
**(Ref: Acc. Payroll)**

**Remuneration:** Annual salary – R454 360,43 per annum plus Housing subsidy, Pension, Medical Aid, Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. The successful candidates will be required to sign a performance agreement annually.

**Minimum Requirements:** A relevant 3 years tertiary qualification preferable an Advanced Diploma or B Degree in Accounting. National Treasury MFMA Municipal Minimum Competency training as defined in the NT regulations an advantage. 3-5 years of experience in a payroll management environment, knowledge of Payroll systems and relevant payroll administrative experience will also be advantageous, computer literacy (MS Office packages i.e Excel).

**Knowledge & Competencies:** Working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA, Income Tax Act and other applicable legislations). Analytical skills, attention to detail, assertive when addressing compliance issues, Problem solving skills (complex), Information and data management, Good Communication skills (verbal and written), interpersonal skills, Self-motivated and driven, reports preparation displays integrity and professionalism.

**Key Performance Areas:** Reporting to the Senior Accountant Payroll, the incumbent will be responsible for the following functions:

Maintain payroll information by collecting, calculating, and processing data on the payroll system; Capture salary transactions for employees and councillors against specific control votes and inserting required information with respect to benefits to activate deduction sequences; Update payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers; Perform payroll reconciliations; Provide payroll information by answering questions and requests; Maintain payroll operations by following policies and procedures, reporting needed changes; Maintain and update payroll parameters or fields on the system with regards to statutory deductions, rates of pay, transfers etc.; Complete and submit third parties return forms with respect medical, insurance and/or other related benefits for members upon engagement and/or termination of services. Extract reports detailing allowances, overtime and submitting to the Senior Accountant Payroll for perusal and circulation. Perform payroll reconciliations.

**Closing date:** 6 October 2023 at 16:00

**N.B.** Application forms can be downloaded from the EDM website: [www.ehlanzeni.gov.za](http://www.ehlanzeni.gov.za). Completed Application form for Employment, CVs with certified copies of qualifications WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE must be scanned and emailed to [recruitment@ehlanzeni.gov.za](mailto:recruitment@ehlanzeni.gov.za). No late or faxed applications will be considered. No Hand or Post delivery.

Should you not receive a response within thirty (30) days from the closing date, please consider your application as unsuccessful. Correspondence will only be entered into with shortlisted candidates. Council nevertheless appreciates the interest shown by applicants.

The Municipal Manager  
Ehlanzeni District Municipality  
PO Box 3333  
MBOMBELA, 1200

For further information contact the Acting General Manager: Corporate Services on telephone no: (013) 759 8637/8571.



**Dr N P MAHLALELA**  
**MUNICIPAL MANAGER**