



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries S Fikeni

PUBLIC NOTICE
VACANT POSITION
NOTICE NO 06/2021/2022

Applicants are hereby invited from suitably qualified persons for the following position:

1. CORPORATE SERVICES

TEMPORARY EMPLOYEE: PAYROLL ADMINISTRATOR

DURATION: 3 MONTHS

STIPEND: R 8 620.81 per month

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • A recognized National Diploma in Human Resource Management/ Public Management • 12 Months minimum experience in VIP Payroll Administration with relevant experience in pension fund administration , calculating subsistence and travelling claims , medical Aid administration • 6 Months in processing Competency in the use of computer especially in Excel, Word and Power Point

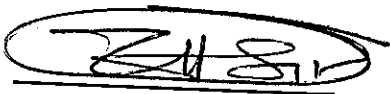
KEY PERFORMANE AREAS: Performs all HR Functions associated with Payroll Administration. Manage records in terms of proper filling of HR documents such as salary adjustments, bank details changes into personnel files and all other internal and external memos relating to payroll processing/administration. Preparing a spreadsheet for the 15th paid employee. Managing employee benefits such as medical Aid, Pension Funds. Filling documentation and personnel files in a chronological sequence in order to ensure easy retrieval.

Closing date: 13 DECEMBER 2021 @ 10:00

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street or Private Bag X 511, Mount Ayliff, 4735.** Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Mr. S FIKENI, HR Officer by telephone at (039) 254 5000.



**Z. H. SIKHUNDLA
MUNICIPAL MANAGER**