



## **NKOMAZI MUNICIPALITY**

Nkomazi Municipality is an equal and Affirmative Action Employer and observes the requirements of the Employment Equity Legislation

**DEPARTMENT** : **FINANCE DEPARTMENT**  
**VACANT POST** : **SENIOR SALARIES CLERK**  
**REMUNERATION** : **TASK LEVEL 10**  
Standard benefits includes Medical Aid, Pension Fund, UIF

**Minimum Requirements:** Grade 12 certificate  
: Tertiary qualification will be an added advantage  
: Experience in payroll administration  
: Computer literacy  
: Good communication skills

**Duties** : Perform all duties regarding salaries with very little reference to Superior  
: Balance IRPS certificates during the relevant financial years and issue them to personnel for tax returns purposes.  
: Perform all Administrative support functions with regard to payments, balancing and reconciling of the salary bill

**CLOSING DATE** : **22 June 2017**

Application and CVs to be directed to: Director Corporate Services  
Private Bag X101  
**MALELANE**  
1320  
Tel no. 013-790-0245

Note: if there has been no response within three weeks after the closing date, the applicant must accept that his/her application has been unsuccessful.

Civic Centre  
Private Bag X101  
**MALELANE**  
**1320**

**M D NGWENYA**  
**MUNICIPAL MANAGER**