

MOSSEL BAY MUNICIPALITY
Mossel Bay Municipality, an employer committed to equal employment, invites persons
to apply for the undermentioned vacancy

PRINCIPAL CLERK: PAYROLL
EXPENDITURE
(FINANCIAL SERVICES)

MOSSEL BAY
PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES MAY
RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

ESSENTIAL REQUIREMENTS

(Relevant proof / documentation and relevant completed application form must accompany application.
No late submissions will be accepted)

- Grade 12 (NQF Level 4)
- Minimum of 2 to 5 years' relevant experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Valid Code B driver's license (manual vehicle)
- Must work overtime after normal office hours when required

PREFERRED REQUIREMENT

- Grade 12 with Accounting

COMPETENCIES REQUIRED

Written communication • Oral communication • Attention to detail • Influencing • Ethics and professionalism • Organisational awareness • Problem solving • Planning and organising • Business processes • Use of technology • Data processing and analysis • Interpersonal relationships • Service delivery orientation • Client orientation • Action orientation • Resilience • Change readiness • Cognitive ability • Learning orientation

KEY PERFORMANCE AREAS

- Prepare and process remuneration payments
- Maintain, calculate and update various monthly salary and wage-related data
- Ensure that system records are maintained
- Integrate pay system records to the general ledger
- Reconcile and correct salary misallocations
- Ensure accuracy of payroll procedures
- Calculate overtime, standby, shift allowances, etc.
- Process and calculate leave balances, housing allowances, travelling allowances/claims, telephone deductions, tax deductions, etc.
- Reconcile third-party payments, statutory payments and suspense accounts
- Attend to salary-related queries
- Reconcile VAT, medical aid, pension and retirement fund annually
- Informal and formal reporting

SALARY SCALE:

All-inclusive total package of ±R301 035,27 – R379 314,05 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:**R203 113,80 – R263 628,60 per annum (T7)****CLOSING DATE:****3 JANUARY 2025****(No applications received after 13h00 will be accepted)****GENERAL:**

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- **Applications completed on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay). **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hardcopy applications will be accepted.** Electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) may be e-mailed to admin@mosselbay.gov.za **in the event that the advert does not specify that only hardcopy applications will be accepted.** These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Further details are obtainable from Ms N De Wet/Ms F Mpondo/Ms C Daniels at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months of the closing date, it can be accepted that they were not successful.
- **The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons, and therefore encourage persons from these groups to apply.**
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the Municipality to, and accepted by, the applicant.***

MR. C PUREN**MUNICIPAL MANAGER**

MOSELBAAI MUNISIPALITEIT
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming nooi persone
om vir die ondergemelde vakature aansoek te doen

HOOFKLERK: BETAALSTAAT

UITGAWES

(FINANSIËLE DIENSTE)

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE MOSELBAAI MUNISIPALE GRENSE MAG

VOORKEUR GENIET

SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

NOODSAAKLIKE VEREISTES

(Verwante bewys / dokumentasie en verwante voltooide aansoekvorm moet aansoek vergesel. Geen laat indiendings sal aanvaar word nie)

- Graad 12 (NKR Vlak 4)
- Minimum 2 tot 5 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Geldige Kode B Bestuurderslisensie (handratvoertuig)
- Moet oortyd werk na normale kantoorure wanneer vereis word

VOORKEURVEREISTE

- Graad 12 met Rekeningkunde

VEREISTE BEVOEGDHEDE

- Geskrewe kommunikasie • Mondelinge kommunikasie • Aandag aan detail
- Beïnvloeding • Etiek en professionalisme • Organisatoriese bewustheid
- Probleemoplossing • Beplanning en organisering • Besigheidsprosesse • Gebruik van tegnologie • Dataprozessering en analise • Interpersoonlike verhoudings
- Dienslewering- oriëntasie • Kliënt-oriëntasie • Aksie-oriëntasie • Veerkragtigheid
- Veranderingsgereedheid • Kognitiewe vermoë • Leer-oriëntasie

SLEUTEL PRESTASIEAREAS

- Voorberei en verwerk van vergoedingsbetalings
- Handhaaf, bereken en opdateer verskeie maandelikse salaris en loonverwante data
- Verseker dat stelselrekords in stand gehou word
- Integreer betaalstelsel rekords na die algemene grootboek
- Rekonsilieer en korrigeer salariswantoedelings
- Verseker akkuraatheid van betaalstaatprosedures
- Bereken oortyd, bystand, skoftoelaes, ens.
- Verwerk en bereken verlofbalanse, behuisingtoelae, reistoelae/eise, telefoon aftrekkings, belastingaftrekkings, ens.
- Rekonsillieer derdeparty betalings, statutêre betalings sowel as afwagtingsrekeninge
- Skenk aandag aan salarisverwante navrae, rekonsilieer BTW, mediesefonds, pensioen en aftreefonds jaarliks
- Formele en informele verslagdoening

SALARISSKAAL: Alles-insluitende totale pakket van ±R301 035,27 –
R379 314,05per jaar. Voordele bv. mediesefondsskema,
pensioenfonds,groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R203 113,80 – R263 628,60 per jaar (T7)

SLUITINGSDATUM: 3 JANUARIE 2025

(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem..
- **Voltooide aansoeke op die amptelike aansoekvorm vergesel deur 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs per hand afgelewerde aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan admin@mosselbay.gov.za in die geval dat die advertensie nie spesifiseer dat slegs hardekopie aansoeke aanvaar word nie. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wat vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese toets en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) wie elektronies aansoek gedoen het, moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
- Verdere besonderhede is verkrygbaar by Me N de Wet /Me F Mpondo/Me C Daniels by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- **Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Gelyke Indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig persone van hierdie groepe aan om aansoek te doen.**
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.***

MNR. C PUREN

MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

UMasipala waseMosel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

UNOBHALA OYINTLOKO: IMIVUZO

INKCITHO YEZIMALI **(IINKONZO ZEZIMALI)**

E-MOSSEL BHAYI **INGQESHO ESISIGXINA**

ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSSEL BHAYI

BAYA KUQWALASELWA KUQALA

KUYAKWAMKELWA IZICELO EZINEEKOPHI ZOQOBO KUPHELA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu egcwalisiweyo yokwenza isicelo kufuneka ahambe nesicelo sakho)

- Ibanga le-12 (NQF iNqanaba 4)
- Ubuncinane amava eminyaka emi-2 ukuya kwemi-5 angqamene nesi sithuba somsebenzi
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) { linkqubo zika – MS Office}
- Ulwazi oluphangaleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Iimpepha-mvume zokuqhuba zeSigaba B (kwisithuthi esitshintshwayo)
- Kufuneka usebenze ixesha elongezelelweyo emva kweeyre zesiqhelo ze-ofisi xa kuyimfuneko

IIMFUNO EZIKHETHEKILEYO

- Ibanga le-12 kunye neSifundo soBalo-zimali

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

Unxibelelwano ngendlela ebhaliweyo *Unxibelelwano ngentetho *Ukunikezela ingqwalasela ngokupheleleyo *Ukuba nempembelelo " Isimilo kunye nogqibelelo kwisigaba semfundo *Ukuba nolwazi ngenkqubo yomsebenzi *Ukusombulula iingxaki * Ukucwangciso kwanokuququzelela
* linkqubo zoshishino * Ukusebenzisa ubuchwepheshe * Ukusebenza ngeengcombolo kunye nokuzihlalutya * Ubudlelwane nabanye abantu ngaphakathi engqeshweni * Uqhelwaniso nokuhanjiswa kweenkonzo * Uqhelwaniso kunye nabathengi * Uqhelwaniso neentshukumo
* Ukumelana noxinzelelo / Ukungalukuhleki * Ukuzimisela kutshintsho * Ingqiqo epheleleyo
* Uqhelwaniso nokufunda..

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungisa kwanokwenza iintlawulo zemivuzo
- Ukugcina, ukubala kwanokuhlaziya iingcombolo zemivuzo yenyanga kwakunye neyemivuzo yeveki
- Ukuqinisekisa ukuba iingcombolo ezikwinkqubo zigcinwa zisemgangathweni
- Ukudibanisa iingcombolo zenkqubo yeentlawulo kunye nomqulu weengcombolo zemali
- Ukulungelelanisa kwanokulungisa imivuzo ebalwe ngokungachanekanga
- Ukuqinisekisa ukuchaneka kweenkqubo zomqulu wemivuzo
- Ukubala ixesha elongezelelweyo, elokulalela, kwakunye nezibonelelo zeeshifti, njl-njl
- Ukubala ikhefu elishiyekileyo, izibonelelo zemali-nkxaso yezindlu, izibonelelo zokuhambela/amabango, ukutsalwa kwamatyala okusebenzisa umnxeba(ifowuni), ukutsalwa kwerhafu, njl-njl
- Ukulungelelanisa iintlawulo zabucala, iintlawulo ezisesikweni kunye namatyala xhonyiweyo
- Ukuqwalaselas izikhalazo ezimayelana nemivuzo

- Ukulungelelanisa iRhafu-Ntengo, inkxaso yezonyango/yokugula, eyomhlala-phantsi rhoqo ngonyaka
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R301 035.27 – R379 314.05 ngonyaka.

Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.

UMVUZO OSISISEKO:

R203 113.80 – R263 628.60 ngonyaka (T7)

UMHLA WOKUVALA: 3 JANUARY 2025

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi.
- Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane, eSantos Beach, eMossel Bhayi). Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkelwa. Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za. Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina bezique zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi zoqobo eziqinisekisiweyo zeziqu zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo/C Daniels kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhangela baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.
- UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile kunye nabakhubazekileyo.
- *Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.*

MNU C PUREN

UMPHATHI KAMASIPALA