



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply and fill the following vacant position:

DEPARTMENT OF BUDGET AND TREASURY

SENIOR CLERK: PAYROLL

PERMANENT POSITION.

SALARY: R232 218.84 per annum

Task Grade 8

Requirements:

- Grade 12
- National Diploma/Degree in Commerce with Accounting as major subject NQF Level 6 or any other finance related qualification.
- Valid driver's license
- 1 – 2 Years relevant work experience preferable in a local government.
- Have good oral and written communication skills
- Be computer literate and have good knowledge of Windows spreadsheet application

Added Advantage

- Have a good knowledge of the payroll system such as payday, sage etc.
- MFMP Certificate

Duties:

Responsibilities of the Incumbent are as follows:

- Update and maintains the payroll information system and processes salary payable to members, allowances and deductions applying laid down procedures, adjust, reconcile and integrate pay data into schedules, reports and accounting systems.
- Executes specific procedures and applications associated with the verification and processing payroll information.
- Referring to letters of appointments/ termination correspondence and adding/ deleting members on the system.
- Inserting changes to the remuneration structure and related parameters based on published adjustments and/ or internal policies.
- Capturing approved budgetary provisions in respect of payroll.
- Reconciliation of payroll suspense accounts.
- Preparing schedules for third parties payments.

Detailed Curriculum Vitae, Application forms must be filled completely and correctly which is obtainable from the municipality website (www.eMadlangeni.gov.za), copies of qualifications and can be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or PO Box 11, Utrecht: 2980. For further information, you may contact the Human Resources Office at 034 331 3041.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications.
- NO late applications will be accepted.
- NO emailed or faxed documents will be accepted.
- The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- NO applications will be considered without originally certified copies of the documents and qualifications.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants must have no criminal record or pending criminal / Departmental or civil cases.
- Shortlisted applicants will be subjected to a vetting process which will include security screening and fingerprint verification and
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

CLOSING DATE: 31 JULY 2026


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MRS GN MAVUNDLA
MUNICIPAL MANAGER