



**ALFRED NZO**  
DISTRICT MUNICIPALITY

**EXTERNAL RE-ADVERTISEMENT**  
**VACANT POSITION**  
**NOTICE NO 12/2024/2025**

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. ***People with physical disabilities are encouraged to apply.***



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

**BUDGET AND TREASURY OFFICE**

**PAYROLL CLERK**  
**TASK GRADE: 06**

**ANNUAL BASIC SALARY R156 467.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • A relevant 3 years tertiary qualification, preferable a National Diploma or B. Com with financial accounting as a major subject  
• 06 months to 02 years' experience in expenditure/ payroll/ unit and knowledge of MFMA • Experience in working with MUNSOFT will be an added advantage • Computer Literacy • Computer Literacy: MS Office

**KEY PERFORMANCE AREAS:** Receiving payroll adjustment from HR • Capturing of payroll changes on payroll system • Capturing salaries on financial system • Ensuring pay slips are printed on time • Preparing third party payments • Submitting payment schedule for all third party payments • Attending to internal and external audit queries  
• Filling copies of pay slips • Filling of payroll documents.

**Closing date: 15 March 2025 @15:00 PM**

**Please note:** Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website ([www.andm.gov.za](http://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, Emaxesibeni, 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.**



**MR O DIKO  
ACTING MUNICIPAL MANAGER**