



NKANDLA MUNICIPALITY

Postal Address:
Private Bag x 161
NKANDLA
3855

Physical Address:
Marée Road
Lot 292
NKANDLA

☎ 035-833 2000
Fax: 035-833 0920

EXTERNAL ADVERTISEMENT

Nkandla Local Municipality is an equal opportunity employer subscribing to the principles employment equity and hereby invites suitably qualified person to submit detailed applications for the following position:

SCM PRACTITIONER

Salary: R 293 823.92

Key Requirements:

- National Diploma in Supply Chain Management or equivalent
- 3-4 Years' experience in supply chain management field
- Knowledge of SAGE will be an added advantage
- Certificate in Municipal Finance Management
- Knowledge and understanding of legislation
- Problem solving skills and financial management skills
- People management and empowerment
- Valid driver's license

Key Performance Areas

- Control stock received ,storage ,counting and issuing
- Investigate deviation and monitor applications of SCM procedures
- Align needs analysis outcomes to budgetary provisions.
- Assist with application of appropriate process in terms of acquisitions, appointments, contractual agreements and disposals
- Conduct supplier audits and evaluations to ensure suppliers meet evaluation criteria
- Administer quotations including invitations/requests for quotations ,opening of bids and record keeping
- Assist by ensure proper record keeping

EXPENDITURE OFFICER PAYROLL

Salary: R197 779.92

Key Requirements:

- National Diploma in Finance or relevant equivalent qualification.
- Minimum 2 years' experience in Local Government Finance Department
- Valid code 08 driver's license and be Computer literate
- Minimum competency certificate in finance (MFMP)

Knowledge and skills

- Experience in local government will be advantageous
- Must be demonstrate knowledge and experience salaries section in Municipal finance / accounting
- Be prepared to work under pressure and to work long and irregular hours
- Knowledge of Payday payroll system

Key Performance Areas

- Must be able to ensure that the processing of payroll and salaries information. Inclusive of allowances, benefits and deduction,
- Performing specific clerical and accounts updating /reconciliation activities and maintaining the registers and information related to the payroll and specific creditor payment activities,
- Maintaining and or adjusting payroll parameters /field on the system with regards to statutory deductions, rates of pay, transfers, atc.
- Capturing salaries and wage information for employees/councilors against specific control votes and inserting required information with respect to benefits to activate deduction sequences,
- Preparing and extracting payroll reports and proceeding with the printing of payslips upon approval
- Reconciling statutory payments, deductions and allowances and attending to the preparation and circulation of tax certificate.
- Addressing queries related to deduction and allowances and provides explanations to calculations /adjustment

based on information pertaining to amendments benefit administration fund rules.

- Activating and processing journal to reflect specific adjustments to salary and benefits accounts upon approval.
- Assisting the assist accountant with reconciling the salary suspense vote and any other duties delegated to your superior. Maintaining and updating of filling of employee records.

Interested candidates are invited to submit comprehensive curriculum vitae together with an application letter, certified copies of qualifications and certified copy of identity document the following address: The Municipal Manager, Nkandla Municipality, Private Bag X161, Nkandla, 3855.

Closing date: 05 September 2018

NO LATE OR FAXED APPLICATIONS WILL BE ACCEPTED

If you have not been contacted within 30 days from the closing date please consider your application as being unsuccessful.

Nkandla Municipality subscribes to and applies the principles of Employment Equity Act; preference will be given to candidates from designated groups in accordance with objectives of Employment Equity Act.

LS JILI
MUNICIPAL MANAGER

DATE