Ubuntu Municipality

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ubuntu - ithemba - izithethe
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NOTICE NO: 16/2026

INTERNAL ADVERTISEMENT

Ubuntu Local Municipality, with its Headquarters in Victoria West invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCIAL SERVICES

1. PAYROLL ACCOUNTANT

Salary: (Task Level T 12)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

JOB PURPOSE:

Coordinates and controls the key performance and result indicators associated with the payroll section through the implementation of laid down policies and procedures dictating employee and pensioner remuneration, employee benefits, controls and audits, stop orders, calculating and coordinating statutory payroll production, executing authorized benefits and allowances associated with the department.

KEY REQUIREMENTS

- A relevant 3year tertiary qualification, preferably a BCom or National Diploma with Accounting/ Finance/ or Cost and Management,
- Compliance with the relevant Minimum Competency Level for Financial Officials as prescribed, Municipal Finance Management Programme (CPMD) will be an added advantage,
- 2 – 5years' relevant experience required,
- A valid driving license,
- Computer Literacy: MS Office,
- No criminal record.

KEY PERFORMANCE AREAS:

- Recording of all Payroll data in the Municipality's software system;
- Calculating overtime, salary increase, standby allowance, housing subsidies/ allowances and shift/night out allowances as per the SALGBC collective agreement;
- Processing holiday, sick and maternity leave payments;
- Issuing of IRP5's and other necessary tax forms;
- Answering employees' questions and complaints about payroll;
- Deducting all third parties related payments

SKILLS AND KNOWLEDGE REQUIRED

- The ideal candidate is expected to display profound knowledge of Payroll and HR Administration.
- Knowledge of dealing with National Treasury Circulars and implementation of relevant Collective Agreement;
- Thorough attention to details;
- Familiarity with common payroll software;
- Ability to work independently;
- Excellent written and verbal communication skills;
- Sensitive and understanding;
- Ability to remain calm in stressful situations.

COMPETENCY REQUIREMENTS IN TERMS OF THE NEW MUNICIPAL STAFF REGULATIONS ANNEXURE A

The successful applicant/ candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations of 20 September 2021.

For enquiries contact the Human Resource Officer Ms. Viona Tieties at 053 6210 026.

Closing date: 20 November 2026

General information:

Ubuntu Municipality is committed to diversity, employment equity and the development of local communities. Preference will be given to suitable qualified candidates in line with Municipality`s Employment Equity Plan.

- Please note by applying for this position, the candidate consents to verification checks of qualifications and criminal records.
- The appointment will be subjected to a rigorous evaluation process.
- The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment will be reconsidered
- Canvassing with Councilors or any other decision-maker/member of selection committee, is not permitted and proof thereof will result in disqualification of your application**.**

- **NB: Applicants without required documents will not be considered. Applications can be emailed to recruitment@ubuntu.gov.za.**
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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