

- Generate reports and statistics for Manager Corporate Services as and when requested from the Payroll Systems.
- Overseeing the payroll and leave administration and verifies all transactions before the payroll calculations can be performed to ensure that deadlines is met with regards to monthly payroll run.
- Preparing the employment equity report and plan in accordance with procedures specified by the Department of Labour and ensure timeous submission
- Prepare the WSP in accordance with the Skills Development Act and ensure timeous submission.
- Overseeing and verifies all calculations made in terms of payroll before final calculation run.
- Overseeing and verify all payments made to third parties in ensuring effective monitoring.
- Overseeing training and development function and ensuring that trainings are implemented according to the approved WSP.
- Continuous to monitoring and guidance and to immediate subordinates in order to improve on employment process and procedures
- Prepare and provide relevant Human Resource reports to the Manager Corporate Service and Municipal Manager.
- Report to relevant committees regarding trends and market related challenges in order to improve benefits of employees.
- Implement HR policies and ensuring that employees are continuously trained on them.
- Serve as a Secretary on all HR Committees and subcommittees.
- Authorize selected Human Resource related on the Sebata Payroll System

Remuneration: Annual Salary of R 333 324.00 based on Notch 1 Task Grade 12 of Category 1 Local Authority

Benefits: Normal Fringe Benefits applicable to Local Authorities

Closing Date: 23 October 2020

Enquiries can be directed to Ms. Nonceba Mkontwana Senior Manager: Corporate Services.

Please note that no applications by E-mail or Faxed will be accepted. Applicants should note that if they are not notified of the outcome of their applications within 90 days of the closing date of submission of applications, they may conclude that their applications were not successful. The Municipality reserves the right not to make any appointment following the placement of the advertisement. Applications containing a letter of application, curriculum vitea and certified qualifications as well as identification must be addressed to:

Acting Municipal Manager: Mr. Dibere Maposa
 Private Bag X 329
VICTORIA WEST
 7070
 Tel: 053 6210 026

