



BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing. Vroue en persone met gestremdhede word aangemoedig om aansoek te doen.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

DIREKTORAAT: FINANSIËLE DIENSTE (Standplaas Piketberg, tensy anders gemeld)

ADMIN BEAMPTE: SALARISSE EN LONE (PIKETBERG)

Posvereistes: Nasionale Diploma in Finansiële Bestuur of Rekeningkunde (NQF 6) · Goeie menslike verhoudinge, interpersoonlike en kommunikasie vaardighede · Akkurate tydsberekening vaardighede · Vermoë om op fynere besonderhede te let · Hoë vlak van verantwoordelikheid · Moet in staat wees om onafhanklik te werk · Rekenaargeletterd (Ms Office Applications) · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Lees, Skryf en Praat) · Moet vertroulikheid handhaaf · Goeie rekeningkundige en berekening vaardighede · Drie (3) jaar toepaslike ervaring.

Sleutel prestasie areas: Verantwoordelik vir die betaling van salarisse aan alle werknemers en te verseker dat besoldiging in terme van goedgekeurde beleide, prosedures gedoen word en aan wetgewing voldoen · Verantwoordelik vir die maandelikse balansering en versoening van salaris uitgawes met die pos/"vote" grootboek en algemene grootboek · Verantwoordelik vir die samestelling van oordragbetalinglyste aan alle relevante versekeringsmaatskappye en prokureurs (Skuldbeslagleggings) · Fasiliteer die voorbereiding van salarisstrokies · Verantwoordelik vir die versoening van salarisse, derdepartybetalings, verlofbetalings, bonusse, mediese- en pensioenfondse, LBS, WVF, SDL ens. om die salarisstelsel met die finansiële stelsel te koppel · Verantwoordelik vir die rekonsiliëring van die betaalstaat aan SAID vir IRP5 doeleindes .

Salaris: R256 872.00 per jaar (T11 van 'n Kategorie 3 Plaaslike Owerheid)

Diensaanvaarding: 01 Maart 2020 of so spoedig moontlik

Navrae: Me N Bothma by (022) 913 6000

ALGEMEEN:

1. 'n Diensbonus gelykstaande aan een maand se salaris is, waar van toepassing, betaalbaar en word aangevul deur die normale voordele van toepassing op die Munisipaliteit, met begrip van 'n behuisingstoelae vir huiseienaars, onderhewig aan sekere voorwaardes.
2. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalinge van die Wet op Gelyke Indiensneming.
3. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
4. Alle aanstellings is onderworpe aan 'n polisieverklaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
5. Aansoeke wat na die sluitingsdatum ontvang word of nie vergesel van die dokumentasie hieronder genoem nie, sal nie oorweeg word nie.
6. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat hul aansoek onsuksesvol was.
7. Gunswerwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeel van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
8. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
9. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsverklaring en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringproses te deurloop en waar van toepassing, 'n vaktoets af te lê.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, vergesel van die voltooid voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by www.bergmun.org.za), 'n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie (slegs een pos per aansoekvorm) moet by die Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Me W Terry Thomas, om haar te bereik teen nie later nie as die sluitingsdatum.

GEEN FAKSE OF ELEKTRONIESE POS SAL AANVAAR WORD NIE.

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 31 JANUARIE 2020 OM 15:00

ADV. H LINDE
MUNISIPALE BESTUURDER

MK3/2020

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: FINANCIAL SERVICES (Piketberg, unless stated otherwise)

ADMIN OFFICER: SALARIES AND WAGES (PIKETBERG)

Requirements: National Diploma in Financial Management or Accounting (NQF 6) · Good human relations, interpersonal and communication skills · Accurate timing skills · Ability to give attention to detail · High level of responsibility · Must be able to work independently · Computer Literate (Ms Office Applications) · Proficiency in at least two (2) of the official languages of the Western Cape (Speak, Read and Write) · Must maintain confidentiality · Good accounting and calculating skills · Three (3) years relevant experience.

Key Performance Areas: Administering the payment of all employees' salaries to ensure remuneration is done in terms of approved policies, procedures and comply with legislation · Responsible for balancing and reconciling salary expenditure with vote ledger and general ledger monthly · Responsible for compiling transfer payment list to all relevant insurance companies and attorneys (garnishee orders) · Facilitate the preparing of salary advices · Responsible for reconciling salaries, third party payments, leave payments, bonuses, medical- and pension funds, PAYE, UIF and SDL etc. to interface Payroll system and finance system · Responsible for reconciling payroll to SARS for IRP5 purposes.

Salary: R256 872.00 per annum (T11 of a Category 3 Local Authority)

Date of acceptance: 01 March 2020 or as soon as possible

Enquiries: Ms Bothma at 022 913 6000

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subjected to Police clearings; which means that you give us permission to obtain Police clearance, by applying for a position at the Municipality.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.

A covering letter with three contactable references, must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach the **Municipal Offices, Piketberg** or mailed to **P O Box 60, Piketberg 7320 for the attention of Ms W Terry Thomas (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 31 JANUARY 2020 AT 15:00

ADV H LINDE
MUNICIPAL MANAGER

MN3/2020

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320