



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Cape Winelands District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity Employer, we currently offer the following vacancy to an appropriately qualified and experienced individual.

## PRINCIPAL CLERK: PAYROLL

### Job Profile:

- Accurate salary administration processing and capturing of employees and councillors remuneration, claims and allowances
- Accurate capturing, updating and maintenance of employee data
- Regular update of all relevant information
- Responsible for third party payments
- Processing of medical aid data, pensioner's data and private telephone account data
- Assist with salary queries from councillors and staff

### Requirements:

- Grade 12 with Accounting
- 1 – 2 years' relevant experience in a payroll environment
- Computer Literacy (Payroll software & MS Office)
- A high level of ethical conduct, responsibility, confidentiality and accuracy
- Strong numeracy skills
- Sound interpersonal skills
- Proficiency in at least two of the three official languages of the Western Cape (read, write and speak)

CORE PROFESSIONAL COMPETENCIES	FUNCTIONAL COMPETENCIES	PUBLIC SERVICE ORIENTATION COMPETENCIES	PERSONAL COMPETENCIES	MANAGEMENT / LEADERSHIP COMPETENCIES
<ul style="list-style-type: none"><li>• Written Communication</li><li>• Oral Communication</li><li>• Attention to Detail</li><li>• Influencing</li><li>• Ethics &amp; Professionalism</li><li>• Organisational Awareness</li><li>• Problem Solving</li><li>• Planning &amp; Organising</li></ul>	<ul style="list-style-type: none"><li>• Business Processes</li><li>• Use of Technology</li><li>• Data Processing &amp; Analysis</li></ul>	<ul style="list-style-type: none"><li>• Interpersonal Relationships</li><li>• Communication</li><li>• Service Delivery Orientation</li><li>• Client Orientation and Customer Focus</li></ul>	<ul style="list-style-type: none"><li>• Action orientation</li><li>• Resilience</li><li>• Change Readiness</li><li>• Learning Orientation</li></ul>	<ul style="list-style-type: none"><li>• Team Orientation</li><li>• Direction Setting</li></ul>

**Salary band:** R180 192 – R233 820 per annum

**Post Level:** T7

**Work Centre & Reference:** Stellenbosch (158)

**Closing date for applications:** 24 February 2023 at 15:00

**APPLICANTS ARE ENCOURAGED TO COURIER THEIR APPLICATIONS TO THE FOLLOWING ADDRESS:**

### STELLENBOSCH OFFICE

29 Du Toit Street / 46 Alexander Street  
STELLENBOSCH  
7600

**OR HAND DELIVER THEIR APPLICATIONS TO THE FOLLOWING ADDRESSES:**

**STELLENBOSCH OFFICE**

29 Du Toit Street /46 Alexander Street  
STELLENBOSCH  
7600

**PAARL OFFICE**

194 Main Street  
PAARL  
7646

**WORCESTER OFFICE**

51 Trappes Street  
WORCESTER  
6850

**CERES OFFICE**

27 Munnik Street  
CERES  
6835

**ROBERTSON OFFICE**

40 Van Reenen Street  
ROBERTSON  
6705

**MONTAGU OFFICE**

50A Bath Street  
MONTAGU  
6720

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Fringe benefits include: pension / retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request.

The closing date for applications is regarded the date on which minimum requirements as stipulated in this advertisement should be met by applicants. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms KA August on (021) 8885120. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable, are to be submitted to the Municipal Manager, Cape Winelands District Municipality, in a sealed envelope and endorsed with the relevant post name on the envelope.

**It should be noted that applications that do not adhere to the above mentioned prescriptions will not be considered, neither will late, faxed and / or electronically applications be considered.**

*Please note that, should no feedback be received by 31 May 2023 candidates may assume that their applications have been unsuccessful.*

*Canvassing will disqualify a candidate.*



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*Kaapse Wynland Distriksmunisipaliteit strew e na dinamiese en effektiewe dienslewering aan die gemeenskap binne sy regsgebied. As 'n Gelyke Indiensneming-werkgewer, beskik ons tans oor die onderstaande vakature vir 'n toepaslike gekwalifiseerde en ervare persoon.*

## HOOFKLERK: SALARISSE

### Posbeskrywing:

- Akkurate salarisadministrasie verwerking en vaslegging van werknemers en Raadslede se salarisse (vergoeding, eise en toelaes)
- Akkurate vaslegging, opdatering en instandhouding van werknemers se data
- Gereelde opdatering van alle relevante inligting
- Verantwoordelik vir derdepartybetalings
- Verwerking van mediese fonds-, pensioenaris- en privaat telefoon rekeningedata
- Hantering van Raadslede en personeel se salarisnavrae

### Vereistes:

- Graad 12 sertifikaat met Rekeningkunde
- 1 – 2 jaar toepaslike ervaring in 'n salarisafdeling
- Rekenaargeletterdheid (Payroll-sagteware en MS Office)
- 'n Hoë vlak van etiese optrede, verantwoordelikheid, vertroulikheid en akkuraatheid
- Rekenkundige vaardighede asook 'n aanleg vir syfers
- Goeie interpersoonlike vaardighede
- Taalvaardigheid in minstens twee van die drie amptelike tale van die Wes-Kaap (lees, skryf en praat)

KERN- PROFESSIONELE BEVOEGDHEDE	FUNKSIONELE BEVOEGDHEDE	STAATSDIENS-GEORIËNTEERDE BEVOEGDHEDE	PERSOONLIKE BEVOEGDHEDE	BESTUURS-/ LEIERSKAP-BEVOEGDHEDE
<ul style="list-style-type: none"><li>• Probleemoplossing</li><li>• Beplanning en organisering</li><li>• Organisasoriese bewustheid</li></ul>	<ul style="list-style-type: none"><li>• Dissipline-spesifieke vaardighede</li><li>• Mensebestuur</li><li>• Taakbestuur</li><li>• Werkplekveiligheid</li><li>• Begroting</li></ul>	<ul style="list-style-type: none"><li>• Interpersoonlike verhoudinge</li><li>• Kommunikasie</li><li>• Dienslewering-oriëntasie</li></ul>	<ul style="list-style-type: none"><li>• Aksie- en uitkoms-oriëntasie</li><li>• Veerkragtigheid</li><li>• Etiek en verantwoordbaarheid</li></ul>	<ul style="list-style-type: none"><li>• Rigtingstelling</li><li>• Impak en invloed</li><li>• Afrigting en mentorskap</li><li>• Spanoriëntasie</li></ul>

**Salarisreeks:** R180 192 – R233 820 per jaar

**Posvlak:** T7

**Standplaas & verwysing:** Stellenbosch (158)

**Sluitingsdatum vir aansoeke:** 24 Februarie 2023 om 15:00

**AANSOEKERS WORD AANGEMOEDIG OM HUL AANSOEKE NA DIE VOLGENDE ADRES TE KOURIER:**

### STELLENBOSCH KANTOOR

Du Toitstraat 29 / Alexanderstraat 46  
STELLENBOSCH  
7600

**OF AANSOEKE KAN PER HAND AFGELEWER WORD NA DIE VOLGENDE ADRESSE:**

**STELLENBOSCH KANTOOR**

Du Toitstraat 29 / Alexanderstraat 46  
STELLENBOSCH  
7600

**PAARL KANTOOR**

Hoofstraat 194  
PAARL  
7646

**WORCESTER KANTOOR**

Trappesstraat 51  
WORCESTER  
6850

**CERES KANTOOR**

Munnikstraat 27  
CERES  
6835

**ROBERTSON KANTOOR**

Van Reenenstraat 40  
ROBERTSON  
6705

**MONTAGU KANTOOR**

Badstraat 50  
MONTAGU  
6720

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Byvoordele sluit in: pensioen-/aftreefonds, mediese hulpskema, groeplewensversekering, 13de tjek en niepensioendraende verblyftoelae. Besonderhede oor die omvattende reeks byvoordele is op aanvraag beskikbaar.

Die sluitingsdatum vir aansoeke word beskou as die datum waarop aansoekers aan die minimum posvereistes soos gestipuleer in hierdie advertensie, moet voldoen. Geen ondersteunende dokumente sal na die sluitingsdatum aanvaar word nie. Die voorgeskrewe aansoekvorm waarop aansoek gedoen moet word, is verkrygbaar by Me KA August by (021) 8885120. [Aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, Professionale Bestuurderspermitte en registrasiesertifikate van beroepsliqgame, waar toepaslik](#), moet teruggestuur word aan die Munisipale Bestuurder, Kaapse Wynland Distriksmunisipaliteit,

**Neem asseblief kennis dat aansoeke wat nie aan die bogenoemde voorskrifte voldoen nie, nie oorweeg sal word nie. Aansoeke wat laat, per faks en / of elektronies ontvang word, sal ook nie in aanmerking geneem word nie.**

*Let asseblief daarop dat indien geen terugvoer teen 31 Mei 2023 ontvang is nie, kandidate kan aanvaar dat hul aansoek onsuksesvol was.*

*Gunswerwing sal 'n kandidaat diskwalifiseer.*