



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
- 2 – 5 years' relevant experience in a payroll environment
- Computer Literacy: 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">• Written Communication• Oral Communication• Attention to Detail• Influencing• Ethics & Professionalism• Organisational Awareness• Problem Solving• Planning & Organising	<ul style="list-style-type: none">• Business Processes• Use of Technology• Data Processing & Analysis	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Client Orientation and Customer Focus	<ul style="list-style-type: none">• Action orientation• Resilience• Change Readiness• Learning Orientation	<ul style="list-style-type: none">• Team Orientation• Direction Setting

Salary band: R189 924 – R246 456 per annum

Post Level: T7

Work Centre & Reference: Stellenbosch (158)

Closing date for applications: 25 August 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

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 applicant. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms KA August on (021) 8885120 or Ms TI Mpoli on (021) 8885159. Duly 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 forwarded to the Municipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

In the event of any inconsistency between the English, Afrikaans and isiXhosa advertisement, the English advertisement will prevail.

Please note that, should no feedback be received by 30 November 2023 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.



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Kaapse Wynland Distriksmunisipaliteit strewende 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
- 2 – 5 jaar toepaslike ervaring in 'n salarisafdeling
- Rekenaargeletterdheid: 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">• Skriftelike kommunikasie• Mondelinge kommunikasie• Noukeurigheid• Beïnvloeding• Etiek en professionalisme• Organisasoriese bewustheid• Probleemoplossing• Beplanning en organisering	<ul style="list-style-type: none">• Sakeprosesse• Gebruik van tegnologie• Dataverwerking en -ontleding	<ul style="list-style-type: none">• Interpersoonlike verhoudinge• Kommunikasie• Kliëntgerigtheid en kliëntefokus	<ul style="list-style-type: none">• Aksie-oriëntasie• Veerkragtigheid• Gereedheid vir verandering• Leer-oriëntasie	<ul style="list-style-type: none">• Spanoriëntasie• Rigtingstelling

Salarisreeks:

R189 924 – R246 456 per jaar

Posvlak:

T7

Standplaas & verwysing:

Stellenbosch (158)

Sluitingsdatum vir aansoek:

25 Augustus 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

Byvoordele sluit in: pensioen- / aftreefonds, mediese skema, groeplewensversekering, 13de tjek en 'n nie-pensioengewende akkommodasie toelae. Besonderhede rakende die omvattende lys van 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 of Me TI Mpoli by (021) 8885159. [Aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, Professionele Bestuurspermitte en registrasiesertifikate van beroepsliggame, waar toepaslik](#), moet teruggestuur word aan die Munisipale Bestuurder, Kaapse Wynland Distriksmunisipaliteit, Posbus 100, Stellenbosch, 7599.

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.

Die aanstelling is onderworpe daaraan dat 'n dienskontrak en, waar van toepassing, 'n prestasie-ooreenkoms en bekendmaking van voordele en belange as noodsaak onderteken word.

In die geval van enige teenstrydigheid tussen die Engelse, Afrikaanse en isiXhosa-advertensie, sal die Engelse advertensie voorrang geniet.

Neem asseblief ook kennis dat indien geen terugvoer teen 30 November 2023 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunswerwing sal 'n kandidaat diskwalifiseer.



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UMasipala waseCape Winelands uzama ukunika inkonzo eshukumayo nenetsingiselo kuluntu oluphantsi kolawulo lwawo. NjengomQeshi onobuLungisa bomSebenzi sinika kutsha-nje izithuba kumntu olungele ngokufanelekileyo kwaye onamava.

UNOBHALA OYINTLOKO: IMALI EHLAWULWAYO XA IYONKE

Iprofayile yomsebenzi:

- Inkqubo yokulawula umvuzo ochanekileyo nokufaka/kungenisa imivuzo yooceba neyabasebenzi, amabango nezibonelelo
- Ukufaka ngokuchanekileyo, ukuhlaziya nokugcina idatha yabasebenzi
- Ukuhlaziya rhoqo lonke ulwazi olufanelekileyo
- Ukuba noxanduva kwiintlawulo zeqela lesithathu
- Ukulungisa idatha yoncedo lonyango, idatha yomhlala-phantsi nedatha ye-akhawunti yefowuni yabucala
- Ukunceda ngemibuzo yemivuzo evela kooceba nestafu

Iimfuneko:

- IBanga le-12
- 2 – 5 iminyaka yamava afanelekileyo kummandla wemali ehlawulwa kubo bonke
- Ulwazi lwekhompyutha: MS Office
- Ukuziphatha okusesikweni olukwinqanaba eliphezulu nokuba noxanduva lwemfuhlo nokuchaneka. Izakhono zokubala ezomeleleyo
- Izakhono zobudlelwane ezilungileyo
- Ubuciko kwiilwimi ezimbini kwiilwimi ezintathu ezisemthethweni zephondo laseNtshona Koloni (ukufunda, ukubhala nokuthetha)

UBUCHULE BOKUSEBENZA OBUNGUNDOQO	UBUCHULE BOKUSEBENZA	UBUCHULE BOQHELANISO NENKONZO YOLUNTU	UBUCHULE BOBUQU	UBUCHULE BOLAWULO NOBUNKOKHELI
<ul style="list-style-type: none">• Unxibelelwano lokubhala• Unxibelelwano lokuthetha• Inggalelo kwiinkcukacha• Ukuphemelela• Ukuziphatha okusesikweni & nobuchule• Ukuqonda ulungiselelo• Ukusombulula iingxaki• Ukuqulunqa nokulungiselela	<ul style="list-style-type: none">• Iinkqubo zeshishini• Ukusebenzisa iteknoloji/ubuchwepheshe• Ukulungisa idatha & nokucaculula	<ul style="list-style-type: none">• Ubudlelwane• Unxibelelwano• Uqheliso lomxumi nengqalelo yomxhasi	<ul style="list-style-type: none">• Uqheliso lokwenza nezenzo• Ukunyamezela• Ukulungela inguquko• Uqheliso lokufunda	<ul style="list-style-type: none">• Ukubeka imiyalelo• Uqheliso lweQela

Umvuzo ohlawulwayo:

R189 924 - R246 456 ngonyaka

Umgangatho wesikhundla:

T7

Iziko lokusebenza & negunya:

eStellenbosch (158)

Umhla wokuvalwa kwezicelo:

25 kweyeThupha wowama-2023 ngentsimbi ye- 15

ABACELI BAKHUTHAZWA UKUBA BATHUMELE NGEPOSI IZICELO ZABO KWEZI DILESI ZILANDELAYO:

I-OFIGI YASESTELLENBOSCH

29 Du Toit Street / 46 Alexander Street
STELLENBOSCH
7600

OKANYE BAHAMBISE IZICELO ZABO KWEZI DILESI ZILANDELAYO:

KWI-OFIGI YASESTELLENBOSCH

29 Du Toit Street /46 Alexander Street
STELLENBOSCH
7600

KWI-OFIGI YASEPAARL

194 Main Street
PAARL
7646

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CERES
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I-OFIGI YASEROBERTSON

40 Van Reenen Street
ROBERTSON
6705

I-OFIGI YASEMONTAGU

50A Bath Street
MONTAGU
6720

Umphepo wenzuzo uquka: Ipenshini/ingxowa-mali yomhlala-phantsi, inkqubo yonyango, i-inshorensi yobom beqela, itsheki ye-13 nesibonelelo sendawo yokuhlala. Iinkcukacha eziphathelele kuluhlu olubanzi lomphetho wenzuzo luyafumaneka xa luceliwe.

Umhla wokuvalwa kwezicelo uthathwa njengomhla apho iimfuneko ezimiselwe njengobuncinane kwesi sibhengezo kufuneka zifezekiswe ngabaceli. Akukho maxwebhu ongezelelweyo aya kwamkelwa emva komhla wokuvalwa. Abaceli kufuneka bazuze ifomu yesicelo emiselweyo kuNksz/Nkzn KA August kule nombolo (021) 8885120 okanye kuNksz/Nkszn TI Mpoli kule nombolo (021) 8885159. [Izicelo ezigqityiweyo zokuqala ezikhatshwa zikopi zeziqinisekiso/izatifikethi ezizizo zokuqala ezifungelweyo \(izidanga, iidiploma, izatifikethi, izatifikethi zesikolo, njalo, njalo\) namaphepha-mvume afunekayo. Amaphepha-mvume okughuba obuchule nezatifikethi ezibhaliswe kumagela obuchule, apho kuyimfuneko, zingeniswa kuMunicipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 ngemvulophu evaliweyo kwaye evunywe ligama leposi efanelekileyo elikwimvulophu.](#)

[Kufuneka kuqatshelwe ukuba izicelo ezingahambisani nemiyalelo echazwe ngasentla azisayi kuthathelwa ngqalelo, nezisemva kwexesha, ezifekisiwe okanye zizicelo zombane.](#)

Ukuqeshwa kuya kuxhomekeka kwisidingo sokusayina isivumelwano sokuqeshwa, nalapho kusebenzayo, isivumelwano sokwenza nokuvezwa kwenzuzo nomdla.

Kwimeko apho kukho ukuguquguquka kwisibhengezo sesiNgesi, sesiBhulu nesesiXhosa, isibhengezo sesiNgesi siya koyisa.

Nceda uqaphele ukuba xa ingekho ingxelo oyifumeneyo ngomhla wama-30 kweyeNkanga umgqatswa uya kucinga ukuba isicelo sakhe asiphumelelanga.

Ukukhankasa kuya kuthintela umgqatswa.