EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 03/2026

EXTERNAL ADVERTISEMENT: PAYROLL PRACTITIONER

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity. The Municipality invites suitable qualified candidates to apply for the following position:

1. BUDGET AND TREASURY OFFICE

1.1 PAYROLL PRACTITIONER

REPORTING DIRECTLY TO THE EXPENDITURE ACCOUNTANT

SALARY SCALE: TASK GRADE 10 (R287 736.60 – R373 502.52) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- Grade 12.
- National Diploma in Accounting (NQF Level 6).
- Computer literacy.
- CPMD certificate will be added advantage
- No criminal record
- Minimum of 2 years' relevant experience in Municipal Accounting environment.

KEY PERFORMANCE AREAS

- Facilitating the total Payroll functions.
- Accurate preparation and processing of monthly payment of salaries and wages to Municipal employees and councillors.
- Accurate recording of Payroll information in the system.
- Attending to deductions of all third-party related transactions and payments.
- Attending to all queries relating to payroll raised by Employees as well as Third Parties and Auditor General.
- Assist in preparation of reconciliations relating to payroll and processing of journals.
- Attending cashbook issues relating to payroll transactions.
- Distribution of Payslips to all Municipal employees and Councillors.

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APPLICATION PROCESS

Applicants for the above-mentioned position are required to fully complete and submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender, and disability. People with disabilities are encouraged to apply. 

Faxed applications will not be accepted.

Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. **Enquiries can be made with HUMAN RESOURCES MANAGER, Mr. Zamuxolo Mbotyi, at 066 2180718 Mbotyiz@emalahlenilm.gov.za** during office hours. **(08H00 to 16H30)**

Applications should be addressed to:
Email Address: Applications@emalahlenilm.gov.za
OR Physical Adress
37 Indwe Road
Emalahleni Local Municipality
Cacadu
5410

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40 Fletcher Street,
Indwe
5445

Grey Street, Town Hall Building
Dordrecht,
5435

NB: Shortlisted candidates will be subjected to security vetting. Appointed Candidate will be required to sign a Performance Agreement and will be required to disclose financial interests.

Late applications will not be considered, therefore post delays must be considered by the applicant.

The closing date for applications is 27 May 2026.

MS TT MADOTYENI
MUNICIPAL MANAGER

05/05/2026
DATE