



GREATER TZANEEN Municipality VACANCY



The following position is being advertised, and applicants are invited to apply.

BUDGET AND TREASURY DEPARTMENT

1 X Administrative Clerk (Payroll) (Job Id Number 3/6/3/002)

Salary: R 477,109.80 per annum (Job level 08)

The job purpose of the Administrative Clerk to render payment of salaries to employees.

Key performance areas: The Admin Clerk ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲Administer salary payments ▲Administer salary related functions. ▲Perform general administration functions.

Requirements: ● Grade 12, Certificate in Financial Management or relevant qualification. Good Communication skills, Bilingualism ●One (01) year related work experience.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 07 November 2025 at 15:00 Enquiries: Ms. ON Napo (015) 307 8311/8159

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR D MHANGWANA – MUNICIPAL MANAGER