



# AGANANG LOCAL MUNICIPALITY

PO Box 990  
Juno  
0748

Tel: 015 295 1400  
Fax: 015 295 1401/ 1447  
E-Mail: [admin@aganang.gov.za](mailto:admin@aganang.gov.za)  
Website: [www.aganang.gov.za](http://www.aganang.gov.za)

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## ADVERTISEMENT OF POSITIONS

The following positions are available at Aganang Local Municipality.

### Municipal Manager's Office

#### 1. Senior Communication Officer: (re-advert) Permanent

**Basic Salary:** R211 874.52 per annum

**Requirements:** National Diploma in Communication, Journalism / Public Relations or equivalent qualification, 2-3 year relevant work experience, code 08 driver's license

**Competency:** Interpersonal skill. Knowledge of local government legislation. Computer skills. Work under pressure.

**Key Performance Area:** Develop, review and implement municipal communication policy, branding strategy. Draft press release, responding to media enquiries and building dialogue with journalist. Remain informed of issues affecting Aganang Local Municipality, Local government and a wider communication policy. Develop and maintain the municipal photo library for use across a range of communications forum. Coordinate the production of internal and external publications and materials in consultation with management. Develop and promote best practice and adhere to agreed system and procedures of communication inside and outside the organization.

#### 2. Public Participation Officer: Permanent

**Basic Salary:** R 152 016.63 per annum

**Requirements:** National Diploma in Public Administration or relevant qualification. Computer skills. A minimum of 1-2 years relevant experience. Code 08 driver's license. Good interpersonal skill. Knowledge and understanding of Batho-Pele principles. Mobilization skills. Good communication skills

**Key Performance Area:** Facilitate the establishment of ward committees. Coordinate activities of ward committee for the municipality. Facilitate meetings, agenda and minutes. Mobilize and organize structure and stakeholders to participate on the activities of the municipality. Coordinate information dissemination to communities. Develop and maintain community database.

### **3. Intern Audit (2 years contract)**

**Total Salary:** R120 000 (all inclusive)

**Requirements:** Grade 12 plus National Diploma in Internal Auditing and Computer Literacy.

**Key Performance Areas:** Perform risk based and performance based audit; assist external auditors during their audit and render administration services to Audit Committee.

### **Budget & Treasury Department**

#### **4. Payroll Officer: Permanent**

**Basic Salary:** R 152 016.63 per annum

**Requirements:** National Diploma in Accounting or equivalent qualification. 2-3 years payroll administration experience. Knowledge of Payroll system, Venus financial system will be added advantage

#### **Key Performance Area**

Capture and verify relevant transactions on the payroll system. Prepare and print payroll documentation for distribution to relevant stakeholders. Maintain employee payroll records, compile payroll information including posting of wages, salaries and deductions. Manage human resource information relating to employee costs, administer the payroll, report monthly and quarterly in compliance with legislative requirements. Perform monthly costs reconciliation, interface the payroll system with the financial system on a monthly basis and produce a verification report.

Ensure that statutory deductions are paid to stakeholders timeously.

#### **5. Intern Finance (2years contract)**

**Total Salary:** R120 000 (all inclusive)

**Requirements:** Grade 12 plus B Com degree or National Diploma in Accounting. Computer literacy.

**Key Performance Areas:** Preparation of Annual Financial Statement, Budget preparation. Financial reporting. Supply chain Management Income and Expenditure Management Assets and liability Management.

Applicants should send their application letter, CV with original certified copies of qualifications and supporting documents to The Municipal Manager, Aganang Municipality PO Box 990 Juno 0748. Or physically submit at Aganang Municipality, strictly at Registry office. Faxed or emailed applications will not be accepted and applicants who do not hear from us within three months must consider their applications unsuccessful. Closing Date: 30 March 2012 at 16h30. Enquiry: Senior Human Resource Officer: Manamela Phuti Isaac contact details: 015 295 1400

***Please note that if you don't get any response from us within a period of three months after the closing date consider your application unsuccessful.***

***Aganang Local Municipality reserves the right not to appoint the advertised posts.***

**N.B Aganang Local Municipality is an equal opportunity affirmative action employer with clear employment equity targets. Women and people with disability are encouraged to apply.**