



# Msunduzi Municipality



## INTERNAL & EXTERNAL ADVERTISEMENT

*The Msunduzi Municipality, The City of Choice hereby invites applications from competent, innovative and committed individuals for the following positions. The Municipality is committed to the aims of the Employment Equity Act.*

The Municipality is an equal opportunity, affirmative action employer and it is our intention to promote representivity (race, gender, disability) in the Local Government Sector through filling of these posts. To further the objectivity of representivity within the Msunduzi Municipality, Persons with Disabilities and Women are encouraged to apply.

This Municipality subsidizes its employees in terms of the following benefits: Medical Aid, Pension Fund, Unemployment Insurance Fund, Housing Subsidy and Car allowance (where applicable).

**NB: All qualifications must be accredited by South African Qualifications Authority (SAQA)**

### BUDGET & TREASURY OFFICE

#### SENIOR MANAGER: ENTERPRISE RESOURCE PLANNING (3 YEAR FIXED TERM CONTRACT)

Ref No: FIN18/22

#### Basic Salary

R821 214.75 – R1 066 013.69 p.a. T18

#### Qualifications/ Requirements

- B.Com degree with accounting or B. Degree in Information Technology or B. Degree in Informatics and Information Technology NQF Level 7.
- SAP Certificate
- Project Management Certificate
- Computer Literacy-Office Applications.
- Valid driver's license (minimum B)
- Minimum 6 years relevant experience

#### Key Performance Requirements

- Provide strategic management direction to staff within the Msunduzi Centre of Excellence Office
- Anticipate and resolve SAP system technical problems on an Enterprise level
- Anticipate SAP industry future directions and relate to the future technical needs and projects accordingly
- Provide direction to SAP technical support team
- Provide strategic solutions in SAP ERP
- Work with a broad range of leaders within and external to the Enterprise
- Responsible for strategic direction in ensuring that development of operations, SAP Solution support budget, resolving resources and SAP schedule conflicts and adherence to ITIL standards
- Interface with several levels of senior management and external vendors using exposure to SAP modules and financial systems.

#### SENIOR MANAGER (FLEET AND MECHANICAL WORKSHOPS) (3 YEAR FIXED TERM CONTRACT)

Ref No: FIN19/22

#### Basic Salary

R821 214.75 – R1 066 013.69 p.a. T18

#### Qualifications/ Requirements

- Degree in Fleet Management, Logistics, Accounting and Administration NQF Level 7.
- Computer Literacy – Office applications
- Valid driver's license (minimum B)
- Minimum 6 years relevant experience

#### Key Performance Requirements

- Strategically direct, oversee and manage procedures, operations and critical outcomes associated with the City Fleet (vehicles, plant and equipment) through the alignment and implementation of functional plans and objectives (administration, maintenance and fleet control)
- Monitor productivity and performance and address deviations

- Implement standards and operating practices to manage the allocation, maintenance and optimum functionality of the Municipality's Fleet
- Understand the local and the global practices and new developments in vehicle tracking and performance monitoring systems
- Identify the economic value and perception within the municipality
- Control the customizing and integration of systems and electronic based technology into the existing or new Fleet management Information system platforms

A written application must be submitted on the Msunduzi Application for Employment form - to be obtained from the City Hall, Security Desk, Professor Nyembezi Building on the Ground Floor, as well as on [www.msunduzi.gov.za](http://www.msunduzi.gov.za). The form must be filled in completely and signed on the last page. In the event that the application form is not properly completed, the application shall not be considered. Qualification vetting process includes criminal record vetting.

#### The following attachments are compulsory:

The Application Form.\*Detailed CV with three referees with current contact information\*Certified copies of qualifications/certificates, ID, Drivers' License (certified within 3 months or less of closing date). Applicants are requested to furnish current telephone numbers at which they can be contacted. If there is more than one post advertised in the same Ref Number only one (1) application is required. Applications without the relevant attachments (cv/certificates) will be disqualified. The application needs to be addressed to the Senior Manager: Human Resource Management and be posted in the box provided on the Ground Floor opposite Security in 341 Church Street, Professor Nyembezi Centre, Pietermaritzburg or posted to Private Bag X 321, Pietermaritzburg, 3200. Enquiries Mr PW Khumalo 033 392 2615.

#### IMPORTANT NOTICE TO APPLICANTS

No late applications will be considered  
No faxed or e-mailed applications will be considered  
Applications submitted on a Z83 form **WILL NOT** be considered  
All interviews will be done in English.  
Should there be no correspondence from the Municipality within sixteen weeks after the closing date, kindly consider your Application to be unsuccessful.  
Closing Date: 07 July 2022 by no later than 15h30

#### CANVASSING OF COUNCILLORS AND/OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION.

THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL  
THESE POSTS

The advertising of these posts is approved by the City  
Manager (A) Mrs. NM Ngcobo

Circulated Date