



# 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.

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).

and enhance and implement effective antifraud and corruption strategies.

## CITY MANAGER'S OFFICE

**SENIOR MANAGER: FORENSIC INVESTIGATION**  
(MUM030285)

Ref No: CMO03/23

### Duration of Employment

Permanent

### Place of Work

Internal Audit

### Basic Salary

R 747 191.02 – R 969 919.93 p.a. (T17)

### Minimum Qualifications/ Requirements

- Matric NQF Level 4 or Equivalent.
- Bachelor Degree in Criminology or B Tech in Forensic Investigations.  
Or
- National Diploma in Commerce or in Police Administration Plus Diploma in Criminal Justice and Forensic Investigations or Advanced Certificate in Fraud Examination or be a Certified Fraud Examiner - NQF Level 7 or field related to Forensic Investigations
- A Postgraduate Diploma in Forensic investigations and Criminal Justice – LQF 8 will be an added advantage.
- Must be Registered as Professional Member of Association of Certified Fraud Examiners (ACFE)
- Computer Literacy – Office Applications
- Advanced excel skills will be an added advantage.
- Code B Driver's Licence
- 15 Years' Experience in forensic investigations with 10 Years at management level.

### Key Performance Requirements

- Planning the strategic and implementation of an independent, objective and comprehensive forensic investigations services to the Municipality and its entities

**SENIOR MANAGER: ASSURANCE X2**  
(MUM030252/253)

Ref No: CMO04/23

### Duration of Employment

Permanent

### Place of Work

Internal Audit

### Basic Salary

R 548 946.97 – R 712 578.51 p.a. (T15)

### Minimum Qualifications/ Requirements

- Matric NQF Level 4 or Equivalent.
- Bachelor's degree in Internal Auditing with training in internal auditing for five years and practice in internal auditing for a
- Minimum of 12 years with at least eight (8) years at management level in internal audit  
Or
- Bachelor's degree in Accounting Science and Auditing as majors with completed articles.
- Minimum 13 years' experience of which five (5) years' experience in internal auditing after completion of articles and eight (8) years at management level in internal auditing –NQF Level 7.
- Computer Literacy – Office Applications
- Code B Driver's Licence

### Key Performance Requirements

- Assist in the strategic provisioning of an independent, objective assurance and consulting activity that adds value to and improves Msunduzi operations and in pursuance of Council objectives by evaluating and improving the effectiveness of governance, stewardship, risk, compliance and control management processes.

**SENIOR INTERNAL AUDITOR IT**  
(MUM030254)

Ref No: CMO05/23

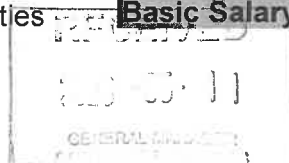
### Duration of Employment

Permanent

### Place of Work

Internal Audit

### Basic Salary



**R 476 138.97 – R 618 072.32 p.a. (T14)**

**Minimum Qualifications/ Requirements**

- Matric NQF Level 4 or Equivalent.
- Bachelor Degree or B Tech specialising in Computer Science or Information and Communication Technology
- Must be registered with ISACA as a member.
- 5 years' post qualification experience in information and Communications Technology audits which includes among others security assessments including specialised risk assurance services in its infrastructure, General Computer Controls, application Controls, soft systems architecture, security (networks and logical access), systems and software auditing and iT governance auditing.
- Technical application of CAATS, Data analytics and/ or data integrity interrogation.

**Key Performance Requirements**

- The provision and implementation of specialist and independent, objective assurance and consulting service within the information and communication technology remit council-wide that adds value to and improves Msunduzi operations, and in pursuance of Council objectives by evaluating and improving the effectiveness of governance, stewardship, risk, compliance and control management processes within the area of responsibility.

**CHIEF FORENSIC INVESTIGATOR**

**(MUM030286/287/288/289)**

**Ref No: CMO06/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Internal Audit**

**Basic Salary**

**R 476 138.97 – R 618 072.32 p.a. (T14)**

**Minimum Qualifications/ Requirements**

- Matric NQF Level 4 or Equivalent.
- Bachelor Degree in Criminology or B Tech in Forensic Investigations  
Or
- National Diploma in Commerce or in Police Administration Plus Diploma in Criminal Justice and Forensic Investigations or Advanced Certificate in Fraud Examination or be a Certified Fraud Examiner or NQF Level 7 in field related to Forensic Investigations.
- Must be registered as a Professional Member with Association of Certified Fraud Examiners (ACFE) is a must.
- Computer Literacy – Office Applications
- Advanced excel skills will be an added advantage.
- Code B Driver's Licence

- 10- 15 years in forensic investigations or as an investigator in fraud division, management experience will be an added advantage

**Key Performance Requirements**

- Conduct an independent, objective a comprehensive Forensic Investigations services to the Municipality and its entities and enhance and implement effective anti-fraud and corruption strategies.

**SENIOR INTERNAL AUDITOR X 4**

**(MUM030255/256/257/258)**

**Ref No: CMO07/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Internal Audit**

**Basic Salary**

**R 422 889.08 – R 548 946.97 p.a. (T13)**

**Minimum Qualifications/ Requirements**

- Matric NQF Level 4 or Equivalent.
- Bachelor Degree in Internal Auditing and internal auditing as a major subject or Bachelor of Technology in Internal Auditing or Degree in Accounting Science and Auditing as a major but with completed articles– NQF Level 7
- Computer Literacy – Office Applications
- Code B Driver's Licence
- Minimum 8 years' experience practice in internal auditing  
or.
- Completed training in internal auditing for three years

**Key Performance Requirements**

- To conduct an independent, objective assurance and consulting activities designed to add value and improve the organisation's operation by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes across the municipality and its entities.

**SENIOR FORENSIC INVESTIGATOR**

**(MUM030290/291/292/293)**

**Ref No: CMO08/23**

**Duration of Employment**

**Permanent**

**Place of Work**

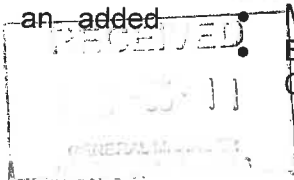
**Internal Audit**

**Basic Salary**

**R 422 889.08 – R 548 946.97 p.a. (T13)**

**Minimum Qualifications/ Requirements**

- Matric NQF Level 4 or Equivalent.
- Bachelor Degree in Criminology or in Commerce with Accounting, B Tech in



Forensic Investigations or LLB Degree with experience in Forensic Investigations or Advanced Certificate in Fraud Examination NQF Level 7

- Must be registered as a Professional Member with Association of Certified Fraud Examiners (ACFE).
- Computer Literacy – Office Applications
- Other computer packages will be an added advantage.
- Code B Driver's Licence
- 7- 10 years' experience conducting forensic investigations.

#### **Key Performance Requirements**

Conduct an independent, objective a comprehensive Forensic Investigations services to the Municipality and its entities and enhance and implement effective anti-fraud and corruption.

**INTERNAL AUDITOR X 10**  
(MUM030260/261/262/263/264/265/266/267/268/269)

Ref No: CMO09/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Internal Audit

#### **Basic Salary**

R 375 611.10 – R 487 560.34 p.a. (T12)

#### **Minimum Qualifications/ Requirements**

- Matric NQF Level 4 or Equivalent.
- Bachelor Degree in Internal Auditing and Internal Auditing must be one of the majors. National/ B Tech in Internal Auditing/ Bachelor of Science with Accounting and Auditing as Majors - NQF Level 7 or Equivalent.
- Computer Literacy –Microsoft Office.
- Code B Drivers Licence
- 3 years' experience in Internal Auditing of which 12 Months audit experience at Auditor General will be an added advantage.

#### **Key Performance Requirements**

- Conduct Risk based, statutory, performance, operational internal Audits, audit of performance information and consulting activities in the municipality and its Entities.

**ADMINISTRATION OFFICER**  
(MUM030299)

Ref No: CMO10/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Internal Audit

#### **Basic Salary**

**R 269 509.21 – R349 832.10 p.a. (T10)**

#### **Minimum Qualifications/ Requirements**

- Matric with relevant NQF Level 5 Certificate.
- Knowledge of SAP, ERP System.
- Computer Literacy – Working knowledge of MS Office.
- 2 years' administration experience

#### **Key Performance Requirements**

- Co-ordinate and controls the Departments administrative functionality and attends to the administration of Personnel Records, updating, circulating and maintenance of information. Attending to the implementation and execution of specific administrative functions and communicating with internal and external stakeholders.

### **BUDGET AND TREASURY OFFICE**

**MANAGER (BUDGET IMPLEMENTATION & MONITOR)**  
(FIN120047)

Ref No: FIN12/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Budget Planning, Implementation & Mon

#### **Basic Salary**

R618 072.32 – R802 282.24 p.a. (T16)

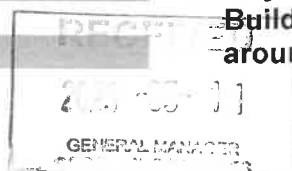
#### **Minimum Qualifications/ Requirements**

- 3 years National Diploma in Accounting or equivalent – NQF Level 6
- Computer literacy – Office Applications
- Valid Code B Driver's License.
- Minimum 6 years' Relevant experience

#### **Key Performance Requirements**

- Manage the key performance and result indicators associated with the budget implementation and monitoring, through the implementation of laid down policies and procedures dictating financial reporting and requirements.
- Provide input into longer term objective setting and financial planning sequences and directing and executing accounting procedures and processes associated with preparation of the Budget implementation and monitoring.

A written application must be submitted on the Msunduzi Application for Employment form (Annexure B) - to be obtained from the City Hall, Security Desk, Professor Nyembezi Building on the Ground Floor, Libraries around Msunduzi Area 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.

**The following attachments are required:**

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) applications must have all is required attachments. 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 Ms. S.Z. Ndlovu, 033 392 2112.

**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: 2023-05-26 Time: 15H00

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

**THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS**

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.

Circulated Date: 2023-05-14

THE ADVERTISING OF THESE POSTS IS AUTHORIZED BY THE CITY MANAGER:

  
MR. L.H. MAPHOLOBA

DATE: 17/05/2023

