



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 08/2024



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).

MUNICIPAL MANAGER'S OFFICE

SENIOR FORENSIC INVESTIGATOR X 4 (MUM030290/291/292/293)

Ref No: CMO07/24

Duration of Employment

Permanent

Place of Work

Internal Audit

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female

Basic Salary

R 445 725,09- R 578 590,11 p.a. (T13)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- Bachelor's degree in criminology or in Commerce with Accounting, B Tech in Forensic Investigations or LLB Degree with experience in Forensic Investigations or a Certificate in Forensic 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.
- Valid Code B Driver's Licence
- 3- 5 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 8

(MUM030262/263/264/265/266/267/268/269)

Ref No: CMO08/24

Duration of Employment

Permanent

Place of Work

Internal Audit

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female

Basic Salary

R350 426,39- R537 013,59 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- Bachelor's 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.

CORPORATE SERVICES

MANAGER: ICT SECURITY (HRC080003)

Ref No: CORP05/24

Duration of Employment

Permanent

Place of Work

ICT- Security

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female

Basic Salary

R604 626,66 - R784 855,35 p.a. (T15)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4.
- National Diploma/ Degree in Computer Science/ Information Technology (NQF Level 6/7)
- CISCO Certified Network Administrator.

PC

- Certified Information Security Manager (CISM) will be an added advantage.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 years' experience in the ICT Security Operations.

Key Performance Requirements

- Manage key procedures and implements information security policies for the organization, relating to the implementation of system securities and securing application system data, through executing back-up operational plans and monitoring outcomes.
- Attend to processes aimed at ensuring security compliance through the provision of guidance and advice, in order to ensure objectives and established outcomes are accomplished. Reviews all system related security plan throughout the organization.

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

SENIOR MANAGER (DEVELOPMENT SERVICES) (SDE160003)

Ref No: SDE11/24

Duration of Employment

Permanent

Place of Work

Development Services

EE Plan Preferred Designated Group/s

Person with Disability or African Female or Colour Female or White Male/ Female

Basic Salary

R1 018 801,65 - R1 322 499,19 p.a. (T19)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4.
- Bachelor's Degree in Economic and Management Sciences - NQF Level 7.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 7 Years' relevant experience at a management level of which 2 years must be at senior management level.

Key Performance Requirements

- Plan and coordinate key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of economic/ business development strategies and initiatives (business licensing, business and economic development) implementing policies and procedures, investigating trends and current techniques and reporting on the appropriateness and benefits prior to introduction, optimizing performance of the

economic and business development sections through the development of sound relationship with internal and external clients, interpretation of development requirement against the capacity and capability of the Business Unit to accomplish immediate, short and longer term service delivery objectives.

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/careeroportunities.

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) application 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 (A) 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 or any other forms that are not prescribed 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: **MAR 24 2025** 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, Designated groups identified on each advertised position are encouraged to apply.

Circulated Date: **MAR 06 2025**

**THE ADVERTISING OF THESE POSTS IS
AUTHORISED BY THE MUNICIPAL MANAGER
(ACTING):**


MRS. MN. NGCOBO

DATE: 12/11/2024

PJ