



Msunduzi Municipality



INTERNAL AND EXTERNAL ADVERT

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

CITY MANAGER'S OFFICE

SENIOR MANAGER: STRATEGIC PLANNING (MUM030105)

VAC No: MUM01/19

Basic Salary

R992 631.75 – R1 091 424.69 pa. (T20)

Qualifications/ Requirements

- B- Tech/ B. Degree in Business Management/ Management Science or Equivalent – NQF Level 7.
- Registration with the relevant Council as a Professional.
- Computer literacy – Office Application
- Valid driver's License
- Minimum 7 year's relevant experience at a Management Level of which at least 2 years must be at a Senior Management Level.

Key Performance Requirements

Manage, lead and propose identified cross functional key Strategic initiative – either short or long term. Lead and prioritise strategic initiative derived from Strategic planning process, project manage and lead the agreed organizational strategic initiative as required. Support department and value improvement initiatives, strategy development and play key role in strategic planning process through leadership. Ensure alignment of all programs/ interventions with the IDP, evaluate longer term company performance against corresponding strategic and propose corrective measure.

MANAGER FORENSIC INVESTIGATIONS (MUM030211)

VAC No: MUM02/19

Basic Salary

R535 789.93 – R695 476.45 pa. (T16)

Qualifications/ Requirements

- B Degree/ B-Tech in Auditing and Financial Accounting – NAF Level 7 plus a Certificate or Diploma in Forensics or a B Degree/ B-Tech in Criminology and Forensic Studies or equivalent – NQF Level 7.
- Must be a professional member of the Association of Certified Fraud Examiners.
- A qualification as a Certified Fraud Examiner will be an added advantage.
- Computer literacy – Office Applications
- Valid driver's License
- 10 – 15 year's relevant experience of which at least 8 years must be at a Senior Management Level.

Key Performance Requirements

To provide a comprehensive Forensic Investigation services to the Municipality and its entities. Interpret and implement strategies, monitor and report on effective execution of such plans within financial and time parameters. Manage cases and resources whilst observe protocol. Managing and maintaining internal and external synergies, working relationships and manage stakeholder relationships in relation to forensic investigation services. Promote a good image of the Municipality.

CHIEF RISK OFFICER (MUM030213)

VAC No: MUM03/19

Basic Salary

R647 719.29 – R840 796.98.59 pa. (T17)

Qualifications/ Requirements

- B Com in Risk Management and Financial Accounting/ Finance or equivalent – NQF Level 7
- A fellow member of the Institute of Risk Management of Certified Risk Practitioners.
- Minimum 6 year's as a Chief Risk Officer or 10 years in risk Management
- Computer literacy – Office Applications.
- Valid driver's License

- Minimum 6 years as a Chief Risk Officer or in Risk Management.

Key Performance Requirements

To provide a comprehensive risk management function in the Municipality and its entities. Interpret the Unit's strategy, develop action plans. Implement, monitor and report on effective execution of such plans. Provide quality effective, efficient and cost effective risk management function in the Municipal Council. Ensure efficient, effective and cost effective utilization of resources and proper management of risk assessment reports, risk management strategy and risk management reports within the budgetary and time parameters. Supervise Risk Officer/Champions in various departments and the provision of training and development thereof. Observe protocol and maintain internal and external audit synergies and manage stakeholder relationships in relation to risk management function. Provide input to review and development of policies, procedures and risk management methodologies. Monitor and enforce implementation thereof.

INTERNAL AUDITOR (MUM030225/ 26/ 27/ 28) X4

VAC No: MUM04/19

Basic Salary

R325 606.86 – R422 652.59 pa. (T12)

Qualifications/ Requirements

- B. Com/ b-Tech majoring in Internal Auditing or equivalent – NQF Level 7.
- An Internal Auditing Technician Certificate.
- Professional member of the IIASA.
- Computer literacy – Office Applications.
- Valid driver's License
- Minimum 3 years experience in Internal Auditing.

Key Performance Requirements

To provide a comprehensive assurance services in systems of internal control, governance and risk management to the Municipality and its entities.

FORENSIC INVESTIGATOR (MUM030214/5) X2

VAC No: MUM05/19

Basic Salary

R325 606.86 – R422 652.59 pa. (T12)

Qualifications/ Requirements

- B Degree/ B-Tech in auditing and financial Accounting - NQF Level 7 plus a Certificate or Diploma in Forensics or a B Degree/ B-Tech in Criminology and Forensic Studies or equivalent – NQF level 7.
- Must be a professional member of the Certified Fraud Examiner.
- A qualification as a Certified Fraud Examiner will be and added advantage
- Computer literacy – Office Applications.
- Valid driver's License
- Minimum 6 year's experience Internal Auditing.

Key Performance Requirement

Provision of forensic investigation services to the Municipality and its entities.

COMMUNITY SERVICES

MANAGER (DOMESTIC WASTE) (CSE 220003)

VAC No: CSE01/19

Basic Salary

R475 867.02 – R617 714.74 pa (T15)

Qualifications/ Requirements

- B-Tech/ B Degree in Waste Management Sciences or equivalent – NQF Level 7.
- Computer Literacy – Office Applications
- Valid driver's license
- 4 years 'relevant experience

Key Performance Requirements

Manages the key performances areas and result indicators associated with the provision of an effective domestic refuse collection as well as

other refuse collection services from time to time, garden sites, public toilets and illegal dumping by planning, organizing, controlling and optimizing resources.

BUDGET AND TREASURY

MANAGER: BID, CONTRACTS AND MONITORING (FIN150134)

VAC No: FIN01/19

Basic Salary

R475 867.02 – R617 714.74 pa. (T15)

Qualifications/ Requirements

- B – Tech/ B. Degree in Supply Chain Management or equivalent – NQF Level 7
- Computer literacy – Office Application
- Valid driver's License
- Minimum 6 year's relevant experience

Key Performance Requirements

Manage the key performance areas and result indicators associated with the Contracts, Policy Enforcement and Monitoring functionality by implementation of policies and procedures. Investigate trends and current techniques and report on the appropriateness and benefits. Interpret developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives.

MANAGER: RATES & AUXILIARY REVENUE (FIN100003)

VAC No: FIN02/19

Basic Salary

R475 867.02 – R617 714.74 pa. (T15)

Qualifications/ Requirements

- B – Tech/ B. Degree in Accounting/ Financial Management or equivalent – NQF Level 7
- Computer literacy – Office Application
- Valid driver's License
- Minimum 4 year's relevant experience

Key Performance Requirements

Manage and control the Rates and Auxiliary Revenue application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions to support analysis, identification and recovery of overdue accounts. Guide and develop personnel on the processing sequences and attend to specific administrative processes associated with the rates payment, certification and correspondences.

MANAGER: FLEET (FIN100003)

VAC No: FIN03/19

Basic Salary

R535 789.93 – R695 476.45 pa. (T16)

Qualifications/ Requirements

- B – Tech/ B. Degree in Accounting/ Financial Management or equivalent – NQF Level 7
- Computer literacy – Office Application
- Valid driver's License
- Minimum 4 years' relevant experience

Key Performance Requirements

Manage and control the procedures, operations and critical outcomes associated with the Fleet Management (vehicles, plant and equipment) through the alignment and implementation of functional plans and objectives (Administration and Fleet Control). Monitoring productivity and performance and addressing deviations. Implementing standards and operating practices to manage the allocation, and optimum functionality of the Municipality's Fleet.

THE ADVERTISING OF THESE POSTS IS AUTHORISED BY THE ACTING CITY MANAGER: MRS N NGCOBO

Written application must be submitted on the Msunduzi Application Form of Employment- to be obtained from the City Hall- at the Security, Professor Nyembezi Building on the Ground Floor, libraries around the Msunduzi Area and ABM offices, as well as on www.msunduzi.gov.za The form needs to be filled in completely and signed on the last page (in the event that the Application form is not properly/fully completed, the application shall not be considered).

The following attachments are required:

- CV with two referees with current contact information
- Certified copies of qualifications/certificates, ID and Driver's licence.
- Applicants are requested to furnish current telephone numbers and email address at which they may be contacted.

The application needs to be addressed to the Senior Manager: Human Resource Management and be posted in the box provided on the Ground Floor next to Security in Professor Nyembezi Centre

or posted to Private Bag X321, Pietermaritzburg, 3200. Enquiries Recruitment Section: 033 392 3610 or 033 392 2669 Closing dates: 09 September 2019 at no later than 15h00.

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.

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

THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS

The Msunduzi Municipality is an Affirmative Action/ Employment Equity Employer. Msunduzi Municipality is guided by the principle of Employment Equity. People with disabilities are encouraged to apply.

Please note that the Qualification that is not accredited by SAQA (South African Qualification Authority) will be not considered.

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.

The Sunday Times Newspaper 25 August 2019