



# Msunduzi Municipality



## INTERNAL AND EXTERNAL ADVERTS

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

### CORPORATE SERVICES

#### CHIEF LEGAL ADVISOR (X2) (HRC010006/7)

VAC No: CS 03/04/19/20

##### Basic Salary

R 688 201.78 – R 893 346.73 pa (T17)

##### Qualifications/ Requirements

- B. Degree LLB or equivalent – NQF Level 7
- Admission as an Attorney or Advocate
- Computer literacy – Office Application
- Code B Driver's License
- 6 year's relevant experience in government

##### Key Performance Requirements

Manages the key performance areas of the Legal Service functionality through the provision of legal advice on pro-active and re-active basis by applying knowledge of relevant legislation, statutes, ordinances, common law and case law. Providing practical recommendation and solutions, examining and reviewing current legal strategies to address awareness and relationships. Coordinating and implementing legal interventions and initiatives and providing advice and guidance on the development of effective, professional and sustainable legal approaches and conducting research on legal case studies and legal precedents to manage legal implications and risks.

### CITY MANAGER'S OFFICE

#### CHIEF RISK OFFICER (MUM030213)

VAC No: MUM03/19/20

##### Basic Salary

R 688 201.78 – R 893 346.73 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 South Africa
- Computer literacy – Office Applications
- A Valid Code B Driver's License
- Minimum 6 years as a Chief Risk Officer or 10 years in Risk Management

##### Key Performance Requirements

To provide a comprehensive risk management function in the Municipality and its entities. Interpret the Unit's strategy and develop actions plans, implement, monitor and report on effective execution of such plans. Provide quality, effective, efficient & 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 Officers/Champions in various departments & provision of training and development thereof. Observe protocol and maintain internal and external audit synergies. 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.

#### FORENSIC INVESTIGATOR (MUM030215)

VAC No: MUM05/19/20

##### Basic Salary

R 345 957.36 – R 449 068.44 pa (T12)

##### Qualifications/ Requirements

- B. Degree in Criminology and Forensic Studies or B - Tech in Forensic Investigations or LLB Degree – NQF Level 7 OR B. Degree / B – Tech in Auditing and Financial Accounting – NQF Level 7 plus a certificate OR diploma in Forensics.
- 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.
- A valid Driver's Licence (Minimum Code B).
- 6 years of experience in the field of Forensic

##### Key Performance Requirements

Provision of forensic investigation services to the municipality and its entities

#### SENIOR AUDITOR (MUM030218)

VAC No: CS 01/20

##### Basic Salary

R 389 502.84 – R 505 608.72 pa (T13)

##### Qualifications/ Requirements

- B. Com / B-Tech in Internal Auditing / Auditing or equivalent – NQF Level 7.
- An Internal Auditing Technician Certificate.
- Professional Member of the IIASA.
- Computer Literacy – Office Applications.
- A valid Driver's Licence (Minimum Code B).
- 5 Years Internal Auditing Experience.

##### Key Performance Requirements

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

### BUDGET AND TREASURY

#### SENIOR MANAGER: REVENUE MANAGEMENT (FIN100001)

VAC No: FIN01/19/20

##### Basic Salary

R 851 955.51 – R 1 105 917.41 pa. (T19)

##### Qualifications/ Requirements

- B – Tech/ B. Degree in Accounting/ Financial Management or equivalent – NQF Level 7.
- Knowledge of Municipal Finance Management Act (MFMA)
- Knowledge of GRAP
- Preferably - Registered as a CA/CIMA/CIS
- Computer Literacy – Office Application
- Code B Driver's license.
- 7 Years' experience at a managerial level of which at least 2 years must be at a Senior Management Level.
- Must possess solid experience in Revenue Management, Customer Services and Management of Debtors

##### Key Performance Requirements

Develops, formulates and monitors strategic short and long plans for the Business Unit's functionality through the implementation of customer Retention and Revenue Enhancement Projects associated with the Regional Services Council Levies. Prevents irregularities or fruitless and wasteful expenditure and other losses and ensures that the Municipality implements a tariff policy referred to in Section 74 of Municipality System act. Develop and aligns procedures, systems and controls guiding critical interventions, applications and outcomes and, provides technical advice on the mission critical initiatives with respect to development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.

#### MANAGER: BUDGET PLANNING (FIN120046)

VAC No: FIN02/20

##### Basic Salary

R569 276.79 – R738 943.72 pa. (T16)

**Qualifications/ Requirements**

- B. Tech / B. Degree in Accounting / Financial Management or equivalent - NQF Level 7
- Computer Literacy - Office Applications
- Code B Driver's Licence
- 6 Years' relevant experience

**Key Performance Requirements**

Manages the key performance and result indicators associated with the Budget & Financial Accounting Branch of the Budget & Treasury Business Unit through the implementation of laid down policies and procedures. Dictates financial reporting and recording requirements, provides input into longer-term objective setting and financial planning sequence. Directs and executes accounting procedures and processes associated with controlling Capital & Operating, Budget, Financial Accounting Control & Systems Development, Activity Based Costing and Business Unit Support & Consolidated Accounting in keeping with the MFMA, SDBIP and IDP.

**MANAGER: BUDGET IMPLEMENTATION MONITORING & REPORTING  
(FIN120047)**

VAC No: FIN07/19/20

**Basic Salary**

R569 276.79 – R738 943.72 pa. (T16)

**Qualifications/ Requirements**

- B. Tech / B. Degree in Accounting / Financial Management or equivalent - NQF Level 7
- Computer Literacy - Office Applications
- Code B Driver's Licence
- 6 Years' relevant experience

**Key Performance Requirements**

Manages the key performance and result indicators associated with budget implementation and monitoring, through implementing laid down policies and procedures dictates financial reporting and recording requirements. Provides input into longer-term objective setting and financial planning sequences. Directs and executes accounting procedures and processes associated with preparation of Budget implementation and monitoring.

## SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

**MARKET MANAGER  
(SDE450001)**

VAC No: SDE06/19/20

**Basic Salary**

R 505 608.77– R 656 321.93 pa (T15)

**Qualifications/ Requirements**

- B Tech / B. Degree in Public Administration or equivalent - NQF Level 7
- Computer Literacy - Office Applications
- A valid Code B Driver's Licence
- 4 Years relevant experience

**Key Performance Requirements**

Manages the key performance areas and result indicators associated with the Municipal Market by implementing policies and procedures, investigating trends and current techniques (e.g. cold storage, point-of-sale computerized system) and reporting on the appropriateness and benefits prior to introduction, optimizing performance of the market enterprise through the development of sound relationship with internal and external clients, interpretation of developmental requirements against the capacity and capability of the fresh produce market to accomplish immediate, short and longer term financially self-supporting service delivery objectives.

**MANAGER (ART GALLERY AND THEATRE)  
(SDE050001)**

VAC No: SDE09/19/20

**Basic Salary**

R 438 548.74– R 569 276.79 pa (T14)

**Qualifications/ Requirements**

- Honours Degree or Post Graduate Diploma In Art History and certificate in Museology or equivalent - NQF Level 8
- Computer Literacy – Office Applications.
- Code B Driver's Licence.
- 5 - 6 Years Middle Management experience in an art Museum Environment. Able bodied.

**Key Performance Requirements**

Directs and controls the key performance areas associated with the Tatham Art Gallery as an art museum through the provision of professional guidance and support, defining and designing programme/project methodologies, managing project outcomes and, communicating and/ or providing explanations/ recommendations based on best practices associated with the implementation of projects and

programmes that support the Unit, Gallery Board of Trustees and community stakeholder requirements

THE ADVERTISING OF THESE POSTS IS AUTHORISED BY THE CITY MANAGER: MR M. KHATHIDE

A written application must be submitted on the Msunduzi Application Form of Employment - *to be obtained from the City Hall- at the Security Desk, at Professor Nyembezi Building on the Ground Floor, libraries around the Msunduzi Area and ABM offices, as well as on [www.msunduzi.gov.za](http://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:**

- The Application form
- Detailed CV with two referees with current contact information
- Certified copies of qualifications / certificates, ID and Driver's licence (certified within 3 months or less of the closing date)
- Applicants are requested to furnish telephone number/s 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 the Security Desk at Professor Nyembezi Centre Pietermaritzburg or posted to Private Bag X321, Pietermaritzburg, 3200. Enquiries Ms B. Mbanda 033 392 2848.

Closing date: 10 September 2020 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

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 Qualifications that are not SAQA accredited (South African Qualification Authority) will not be 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 23 August 2020