



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 04/2024

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 MANAGER: FORENSIC INVESTIGATION (MUM030285)

Ref No: CMO03/24

Place of Work

Internal Audit

Basic Salary

R R787 539, 33– R1 022 295, 61 p.a. (T17)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- Bachelor Degree in LLB or Criminology or B Tech in Forensic Investigations/ National Diploma in Commerce and in Police Administration and Diploma in Criminal Justice and Forensic Investigations or Advised Certificate in Advanced Fraud or be a Certified Fraud Examiner.
- A candidate must have Postgraduate Diploma in Forensic investigations and Criminal Justice – NQF Level 8 or field related to Forensic Investigations
- Must be Registered as Professional Member of Association of Certified Fraud Examiners (ACFE)
- Computer Literacy – Office Applications
- Advanced excel certificate will be an advantage.
- Valid code EB Driver`s Licence
- 10 Years Relevant Experience.

Key Performance Requirements

- Planning the strategic and implementation of an independent, objective and comprehensive forensic investigations services to the Municipality and its entities, enhance, and implement effective antifraud and corruption strategies

SENIOR MANAGER: ASSURANCE (MUM030253)

Ref No: CMO04/24

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.
- Bachelor's degree in Internal Auditing
- 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 12 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
- Valid 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: CMO05/24

Duration of Employment

Permanent

Place of Work

Internal Audit

Basic Salary

R 501 850, 47 - R 651 448, 22 p.a. T14

Minimum Qualifications/ Requirements

- Matric/ Grade 12 NQF Level 4.

- 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.

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/careeropportunities.

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 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: 29 April 2024 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: 16 April 2024

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