



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 08/2026



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).

BUDGET AND TREASURY OFFICE

PRINCIPAL CLERK (ASSETS) (FIN150030)

Ref No: FIN03/26

Duration of Employment

Permanent

Place of Work

Fleet Administration

EE Plan Preferred Designated Group/s

Person with Disability or Coloured Female or White Male/ Female

Basic Salary

R 221 688,67 – R 287 736,59 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus relevant Certificate or equivalent - NQF Level 5.
- Computer literacy Office - Application.
- Valid Code B Driver's License.
- 2 Years Administrative / Secretarial / Clerical or any other relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with maintaining the council's assets, physical verification and safe keeping of bar-coded assets, preparing and controlling the asset register against loss, damage and theft in the Section and complying with the Municipality's asset management requirements and procedures.

SENIOR CLERK (FIN100073)

Ref No: FIN04/26

Duration of Employment

Permanent

Place of Work

Cashiers

EE Plan Preferred Designated Group/s

Person with Disability or Coloured Female or White Male/ Female

Basic Salary

R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Accounting - NQF Level 4.
- Computer literacy - Office Applications.
- 6 months relevant experience.

Key Performance Requirements

- Perform tasks associated with assisting account holders in resolving queries they have with their accounts, retrieval of relevant documentation, conveying of information to relevant official/s in order to ensure customer satisfaction.

METER READER X3 (FIN100286/089/308)

Ref No: FIN05/26

Duration of Employment

Permanent

Place of Work

Meter Reading

EE Plan Preferred Designated Group/s

Person with Disability or Coloured Female or White Male/ Female

Basic Salary

R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4 or equivalent.
- 06 Months relevant experience.

Key Performance Requirements

- Perform specific clerical tasks associated with the recording of consumer service-related consumption information on site and attends to the termination/ restoration of electrical and water services in accordance with laid down procedures and instructions enabling the correct Municipal charges to be levied with respect to services rendered.

SENIOR CLERK (FIN120032)

Ref No: FIN06/26

Duration of Employment

Permanent

Place of Work

Creditors

EE Plan Preferred Designated Group/s

Person with Disability or Coloured Female or White Male/ Female

Basic Salary



R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Accounting - NQF Level 4.
- Computer literacy - Office Applications.
- 6 months relevant experience.

Key Performance Requirements

- Perform accounting and clerical task related to the efficient maintenance and processing of payments to creditors. Timely and accurate processing of all invoices received for payment and undertakes the payment of all creditors in a timely manner. Undertake supplier statements reconciliations on a monthly basis.

**SENIOR CLERK
(FIN120042)**

Ref No: FIN07/26

Duration of Employment

Permanent

Place of Work

Pay Office

EE Plan Preferred Designated Group/s

Person with Disability or Coloured Female or White Male/ Female

Basic Salary

R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Accounting - NQF Level 4.
- Computer literacy - Office Applications.
- 6 months relevant experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of information associated with the Salary queries activities, generating transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific departments for attention and resolution.

**SENIOR CLERK X2
(FIN120082/083)**

Ref No: FIN08/26

Duration of Employment

Permanent

Place of Work

Finance and Cash Management

EE Plan Preferred Designated Group/s

Person with Disability or Coloured Female or White Male/ Female

Basic Salary

R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Accounting - NQF Level 4.
- Computer literacy - Office Applications.
- 6 months relevant experience.

Key Performance Requirements

- Perform specific administration and accounting procedures involving Investment activities, resolving queries, retrieval of relevant documentation, attending to enquiries and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

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) 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: 03 APR 2026 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: 23 MAR 2026

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



MR. SF/ MNDEBELE

DATE: 09/03/2026