



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 17/2026



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

ACCOUNTANT (RATES) (FIN100004)

Ref No: FIN09/26

Duration of Employment

Permanent

Place of Work

Rates and Auxiliary services

EE Plan Preferred Designated Group/s

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

Basic Salary

R 440 952,65 – R 572 376,74 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Tech / B. Degree in Accounting / Financial Management or equivalent - NQF Level 6/7.
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 years relevant experience.

Key Performance Requirements

- Coordinate and perform transactional accounting functions associated with the processing and updating of information associated with the Municipal Rates accounting system, generating transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific departments for attention and resolution.

ACCOUNTS OFFICER (FIN100026)

Ref No: FIN10/26

Duration of Employment

Permanent

Place of Work

Cashiers

EE Plan Preferred Designated Group/s

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

Basic Salary

R 373 502,38 – R 484 829,02 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Tech / B. Degree in Accounting / Financial Management - NQF Level 6/7.
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Coordinate the application of accounting procedures associated with Bank Reconciliation's and Debtors reconciliation's, attending to the verification, reporting, processing and reconciliation's, guiding and developing personnel on the processing sequences, and monitoring the effective implementation of record-keeping and data management procedures to facilitate recovery retrieval of accounting information.

REVENUE CLEARANCE OFFICER (FIN100006)

Ref No: FIN11/26

Duration of Employment

Permanent

Place of Work

Rates and Auxiliary services

EE Plan Preferred Designated Group/s

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

Basic Salary

R 316 393,22 – R 410 689,19 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 with Accounting plus relevant certificate accredited by SAQA or equivalent - NQF Level 5.
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 years relevant experience.

Key Performance Requirements

- Perform specific administration and accounting procedures involving payments/revenue collection on arrear accounts, resolving queries, retrieval of

relevant documentation and overseeing enquiries related to overdue accounts, executing debt recovery sequences, attending to enquiries and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

**SECRETARY
(FIN120002)**

Ref No: FIN12/26

Duration of Employment

Permanent

Place of Work

Budget and Treasury Office

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male 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 Office Management Certificate or equivalent - NQF Level 5.
- Computer literacy Office - Application.
- 2 Years Administrative / Secretarial / Clerical or any other relevant experience.

Key Performance Requirements

- Provide administration and correspondence support for the General Manager and attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence and, communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities.

**SENIOR CLERK
(FIN100082)**

Ref No: FIN13/26

Duration of Employment

Permanent

Place of Work

Cashiers

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male 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.
- Valid Code B Driver's Licence.
- 2 years 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.

**SENIOR CLERK
(FIN100168)**

Ref No: FIN14/26

Duration of Employment

Permanent

Place of Work

Debtors Management

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male 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.
- Valid Code B Driver's Licence.
- 2 years relevant experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of information, generating transactional/ instructional-based documentation and reports associated with Sundry Debtors Section.

**SENIOR CLERK
(FIN120036)**

Ref No: FIN15/26

Duration of Employment

Permanent

Place of Work

Creditors

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male 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.
- Valid Code B Driver's Licence.
- 2 years 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 X2
(FIN150129/130)**

Ref No: FIN16/26

Duration of Employment

Permanent

Place of Work

Real Estate & Valuations

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male 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.
- Valid Code B Driver's Licence.
- 2 years relevant experience.

Key Performance Requirements

- Perform clerical activities/ tasks associated with capturing of relevant data pertaining to Real Estate and Valuations, scanning of documents, and maintaining records in accordance to Departmental procedures and requirements.

METER READER X33

(FIN100316/323/326/341/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373)

Ref No: FIN17/26

Duration of Employment

Permanent

Place of Work

Meter Reading

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male 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.

**PETROL ATTENDANT
(FIN150189)**

Ref No: FIN18/26

Duration of Employment

Permanent

Place of Work

Logistics

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male/Female or Coloured Male/Female or White Male/ Female

Basic Salary

R138 628,11 – R162 855,99 p.a. (T03)

Minimum Qualifications/ Requirements

- Basic Numeracy and literacy i.e. an understanding of basic written words and number recognition - NQF Level 1.
- 6 Months Experience.

Key Performance Requirements

- Perform specific tasks/ activities associated with dispensing of fuel and oil into official vehicles and separate containers within the Stores section in accordance with departmental procedures and instructions.

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: **14 MAY 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: **30 APR 2026**

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


MR. SF. MNDEBELE

DATE: **21/04/2026**