



MSUNDUZI MUNICIPALITY

INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 31/2026



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

STORE CONTROLLER (RECEIVING) (FIN150173)

Ref No: FIN33/25

Duration of Employment

Permanent

Place of Work

Logistics

EE Plan Preferred Designated Group/s

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

Basic Salary

R 391 243.70 – R 507 858.41 p.a. (T11)

Minimum Qualifications/ Requirements

- National Diploma/ B. Tech / B. Degree in Logistics / B Com with SCM - NQF Level 6/7.
- Computer literacy - Office Applications.
- Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Coordinate and perform tasks and activities associated with the stock controller receiving of specific materials/ items (vehicle/ plant spares and equipment for workshops) to/ from the Stores, monitors specific outcomes and undertakes clerical activities/ tasks associated with checking, verifying, updating, completing and submitting documentation, forms and schedules to be accurately reflective to the charge out votes.

VEHICLE POOL CONTROLLER (FIN150048)

Ref No: FIN34/25

Duration of Employment

Permanent

Place of Work

Fleet Control

EE Plan Preferred Designated Group/s

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

Basic Salary

R 331 421.87 – R 430 196.98 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus relevant certificate accredited by SAQA or equivalent - NQF Level 5.
- Valid Code B Driver's License.
- Computer Literacy - Office Applications.
- 2 Years relevant experience.

Key Performance Requirements

- Perform clerical support associated with the Vehicle Pool control, and to manage the usage and utilization of the City Fleet Management Control requirements from commercial vehicles to heavy duty vehicles in accordance to the requirements of the Section.

ADMINISTRATOR (DATA CAPTURER AND VALIDATION) (FIN100123)

Ref No: FIN35/26

Duration of Employment

Permanent

Place of Work

Utility Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R 294 335.57 – R 382 094.69 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus Certificate in Accounting/ Financial Management/ Management Accounting/ Finance - NQF Level 5.
- Computer literacy Office - Application.
- 2 Years experience in Validating Customer Accounts.

Key Performance Requirements

- Controls, implements and maintains procedures and systems associated with data processing and validation. Controlling document and correspondence flow, storage, retrieval

and disposal, validation and supervision of data capturers and validations clerks.

**BUYER (LOGISTICS)
(FIN150174)**

Ref No: FIN36/26

Duration of Employment

Permanent

Place of Work

Logistics

EE Plan Preferred Designated Group/s

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

Basic Salary

R 294 335.57 – R 382 094.69 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus Certificate in Supply Chain Management/ Public management with (SCM) - NQF Level 5.
- Diploma in Supply Chain Management/ Public management with (SCM) – NQF Level 6 will be an added advantage.
- Computer Literacy - Office applications.
- Code B Driver's license.
- 2 years relevant experience.

Key Performance Requirements

- Co-ordinate and control processes associated with the procuring of products (stock or non-stock items) and/ or specific services through interaction and communication internally and externally on aspects pertaining to the availability of products and/ or alternatives, pricing, lead times and service delivery standards against agreed terms and conditions and, attends to specific administrative information processing and reporting requirements.

**SENIOR CLERK
(FIN150029)**

Ref No: FIN37/25

Duration of Employment

Permanent

Place of Work

Fleet Administration

EE Plan Preferred Designated Group/s

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

Basic Salary

R 192 072.30 - R 249 324.01 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Performs tasks associated with controlling the registering, recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing applications associated with the registry and records functionality.

**SENIOR CLERK
(FIN150033)**

Ref No: FIN38/25

Duration of Employment

Permanent

Place of Work

Fleet Administration

EE Plan Preferred Designated Group/s

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

Basic Salary

R 192 072.30 - R 249 324.01 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- Knowledge of SAP and ENATIS will be added advantage.
- Computer Literacy – Office Applications
- Valid Code B Driver's License
- 6 months' relevant experience
- Minimum 12 Months driving experience will be an added advantage.

Key Performance Requirements

- Perform specific administrative tasks associated with the processing of vehicle licensing and registration applications and payments, through procedural applications to ensure vehicle licensing and registration requirements are promptly and professionally attended to in accordance with laid down departmental guidelines and procedures.

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/careeroportunities.

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: **21 SEP 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: **20 AUG 2026**

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


MR. S.F. MNDEBELE

DATE: **21/08/2026**