



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 03/2025



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

**MANAGER: YOUTH DEVELOPMENT
(MUM030008)**

Ref No: CMO03/25

Duration of Employment

Permanent

Place of Work

Youth Development

EE Plan Preferred Designated Group/s

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

Basic Salary

R690 974,84 – R896 812,59 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- National Diploma/ B - Tech / B. Degree in Community Development / Management Sciences or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 6 Years relevant experience.

Key Performance Requirements

- Align and promote Council's mandates/resolutions via Councilors, Ward Committees etc. and developing and facilitating Programs (Public Participation Programs, People's Assembly etc.) maintaining compliance of Rules of Order in Council and Portfolio meetings and the Code of Conduct for Councilors, and directing the Administrative Policies and Procedures. Prepares and manages the budget of the section.

**SENIOR INTERNAL AUDITOR
(MUM030256)**

Ref No: CMO04/25

Place of Work

Internal Audit

EE Plan Preferred Designated Group/s

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

Basic Salary

R472 769,46 – R613 696,06 p.a. (T13)

Minimum Qualifications/ Requirements

- Matric NQF Level 4 or Equivalent.
- Bachelor's degree in Internal Auditing and internal auditing as a major subject or Bachelor of Technology in Internal Auditing or Degree in Accounting Science and Auditing as a major but with completed articles– NQF Level 7
- Computer Literacy – Office Applications
- Code B Driver's Licence
- Minimum 8 years' experience practice in internal auditing or.
- Completed training in internal auditing for three years

Key Performance Requirements

- To conduct an independent, objective assurance and consulting activities designed to add value and improve the organisation's operation by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes across the municipality and its entities.

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.

PL

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: **APR 08 2025** 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: **MAR 26 2025**

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


MRS. MN. NGCOBO

DATE: **24/03/2025**