



# MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 04/2025



*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).

## BUDGET AND TREASURY OFFICE

### ACCOUNTANT (FIN120065)

Ref No: FIN01/25

#### Duration of Employment

Permanent

#### Place of Work

Finance Support Infrastructure

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- 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.
- 3 years relevant experience.

#### Key Performance Requirements

- Co-ordinate the application of accounting procedures through the provision of a comprehensive technical support for the Construction & Reconstruction, Water & Sanitation and Planning & Survey Section attending to the verification, reporting, processing and reconciliation of account receivable transactions to support the production of the Income Budget, Operating & Capital Budgets, Tariff Reviews, detailed analysis of expenditure and attending to specific administrative processes associated with the functionality.

### ACCOUNTANT (COST MANAGEMENT) (FIN120079)

Ref No: FIN02/25

#### Duration of Employment

## Permanent

#### Place of Work

Financial Performance

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- 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.
- 3 years relevant experience.

#### Key Performance Requirements

- Co – ordinate and control the application of procedures within the Section by attending to the verification, reporting, processing and reconciliation of Cost & Management accounting, guiding and developing personnel on the processing sequences and controlling the effective implementation recordkeeping and data management procedures to facilitate recovery / retrieval of cost and management accounting information.

### BUSINESS ANALYST (FIN120081)

Ref No: FIN03/25

#### Duration of Employment

Permanent

#### Place of Work

Finance Governance and Performance

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- 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.

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- 3 years relevant experience.

### **Key Performance Requirements**

- Coordinate and control the application of business, analysis, development and applying business theories, including advising and providing financial forecast on the sustainability of projects e.g. managing projects and assessing their benefits and identify an organizational issue requirement of specific project, identify business opportunities, formulating and facilitating the path to the solution, accounting and financial management practices.

### **VALUER (FIN150103)**

Ref No: FIN04/25

### **Duration of Employment**

Permanent

### **Place of Work**

Real Estate & Valuations

### **EE Plan Preferred Designated Group/s**

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

### **Basic Salary**

R419 914,97 – R545 068,79 p.a. (T12)

### **Minimum Qualifications/ Requirements**

- Matric/ Grade 12 Certificate
- National Diploma/ B -Tech / B. Degree in Real Estate or equivalent - NQF Level 6/7.
- Registration with the South African Council for the Property Valuers Profession (SACPVP) as a professional associated valuer/ professional valuer.
- Valid code B vehicle license.
- 3 years relevant experience.

### **Key Performance Requirements**

- Coordinate sequences associated with standards, procedures, regulations and specifications encompassed in regulations and property valuations procedures with regards to the research, fieldwork, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation for the production of the Municipality's Valuation Roll.

### **PROCUREMENT MONITORING OFFICER (FIN150150)**

Ref No: FIN05/25

### **Duration of Employment**

Permanent

### **Place of Work**

Bids, Contracts and Monitoring

### **EE Plan Preferred Designated Group/s**

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

### **Basic Salary**

R355 682,78 – R461 697,77 p.a. (T11)

### **Minimum Qualifications/ Requirements**

- Matric/ Grade 12 Certificate
- National Diploma/ B. Tech / B. Degree in Supply Chain Management - NQF level 6/7.
- Computer Literacy – Office Applications.
- Valid Code B Drivers Licence.
- 3 years relevant experience.

### **Key Performance Requirements**

- Processes sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in Procurement Regulations with regards to the contract's enforcements, preparing and presenting investigational and qualitative reports.

### **STORES ADMINISTRATOR (DISPATCH) (FIN150178)**

Ref No: FIN06/25

### **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**

R267 582,70 – R347 365,26 p.a. (T09)

### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 with Accounting - plus relevant certificate in Supply Chain / Purchasing accredited by SAQA - NQF Level 5 or equivalent.
- Computer Literacy - Office Application.
- 2 Years relevant experience.

### **Key Performance Requirements**

- Performs tasks / 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.

### **METER READER (FIN100308)**

Ref No: FIN07/25

### **Duration of Employment**

Permanent

### **Place of Work**

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### **Meter Reading**

### **EE Plan Preferred Designated Group/s**

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

### **Basic Salary**

R174 614,44 - R226 662,30 p.a. (T06)

### **Minimum Qualifications/ Requirements**

- Grade 11 - NQF Level 3 or Equivalent.
- Valid code B Driver's Licence.
- Knowledge of Building Maintenance
- 6 Months relevant experience.

### **Key Performance Requirements**

- Perform tasks and activities associated with the cleaning and maintenance operations for the Sports & Recreation section through the application of laid down procedures with respect to the execution of operational plans and priorities, supervision of the cleaning and maintenance personnel and conducting inspections, in order to ensure optimum cleaning and maintenance functionality levels are maintained supporting the accomplishment of service delivery objectives.

### **SENIOR CLERK (FIN120086)**

Ref No: FIN08/25

### **Duration of Employment**

Permanent

### **Place of Work**

Financial Performance

### **EE Plan Preferred Designated Group/s**

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

### **Basic Salary**

R174 614,44 - R226 662,30 p.a. (T06)

### **Minimum Qualifications/ Requirements**

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

### **Key Performance Requirements**

- Performing specific administration and accounting procedures involving payments/revenue collection on 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.

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](http://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: \_\_\_\_\_ Time: 15H00

**CANVASSING OF COUNCILLORS AND/OR  
OFFICIALS WILL DISQUALIFY YOUR  
APPLICATION.**

**THE MUNICIPALITY RESERVES THE RIGHT  
NOT TO FILL THESE POSTS**

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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

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