



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 07/2025



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

SENIOR CLERK (FIN100017)

Ref No: FIN09/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Coordinate and verify the application of accounting procedures associated with Income Rates and resolutions, generating transactional/ instructional documentation, by attending to the reporting, processing and reconciliation of account receivable transactions to support analysis, identification and collection of accounts.

SENIOR CLERK X4 (FIN100038/040/041/042)

Ref No: FIN10/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform specific clerical procedures involving Faults complaints, queries, and enquiries in the Section, and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

SENIOR CLERK X2 (FIN100045/049)

Ref No: FIN11/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform specific clerical tasks associated with the updating of information associated with the activities in the Customer Care section, generating transactional/ instructional documentation/ correspondence,

receiving and transferring complaints/enquiries and providing general office support in specific functional areas.

**SENIOR CLERK
(FIN100050)**

Ref No: FIN12/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform tasks/ activities for the New Service Reinstatement Applications Sub-Section associated with processing of applications, communicating with stakeholders on complaints, queries, and information, and performing customer liaison functions related to electricity applications, in accordance to the requirements of the Section.

**SENIOR CLERK X2
(FIN100051/052)**

Ref No: FIN13/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform tasks and activities associated with marketing the prepayment electrical meters, through the sale of electricity,

**SENIOR CLERK X2
(FIN100053/054)**

Ref No: FIN14/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform tasks and activities associated with marketing the prepayment electrical meters, through the sale of electricity, processing payments to vendors, investigating and recovering payments due to Council by vendors, and performing general administrative duties.

**SENIOR CLERK
(FIN100063)**

Ref No: FIN15/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform tasks/ activities associated with the monitoring of the vending systems and general administration functions to provide

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an efficient service in the Customer Service Department.

**SENIOR CLERK
(FIN100064)**

Ref No: FIN16/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Provide a service and attends to specific office support/ clerical activities and copy-typing and/ or preparing documentation for circulation on behalf of departmental personnel in order to ensure an efficient service is made available and customer needs professionally attended to in accordance with laid down service delivery standards and principles.

**SENIOR CLERK
(FIN100066)**

Ref No: FIN17/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform specific clerical tasks associated with the updating of information associated with the activities in the Consolidated Billing section, generating

transactional/ instructional
documentation/ correspondence,
receiving and transferring complaints/
enquiries and providing general office
support in specific functional areas.

**SENIOR CLERK X6
(FIN100067/068/069/070/071/072)**

Ref No: FIN18/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform specific clerical tasks associated with the updating of information associated with the activities in the Customer Care section, generating transactional/ instructional documentation/ correspondence, receiving and transferring complaints/ enquiries and providing general office support in specific functional areas.

**SENIOR CLERK X7
(FIN100081/093/098/103/108/111/114)**

Ref No: FIN19/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

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- 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 X4
(FIN100138/140/141/142)**

Ref No: FIN20/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform specific clerical activities associated with the processing of information associated with processing meter consumer queries and validation of accounts and general office support.

**SENIOR CLERK
(FIN100148)**

Ref No: FIN21/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform specific clerical activities associated with the processing of information associated with processing/recording of meter readings, preparing general reports and providing general office support.

**SENIOR CLERK
(FIN100151)**

Ref No: FIN22/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform specific clerical tasks associated with the updating of information associated with the activities in the Utility Services section, generating transactional/ instructional documentation/ correspondence, receiving and transferring complaints/ enquiries and providing general office support in specific functional areas.

**SENIOR CLERK
(FIN100153)**

Ref No: FIN23/25

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Performs tasks/ activities associated with the meter reading and transporting equipment and personnel to/ from work sites.

**SENIOR CLERK
(FIN100161)**

Ref No: FIN24/25

Duration of Employment

Permanent

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Place of Work**Customer Care****EE Plan Preferred Designated Group/s****Person with Disability or African Female or Indian Male or Coloured Male or White Male/ Female.****Basic Salary****R172 033,94 - R223 312,61 p.a. (T06)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform specific administrative and accounting procedures involving updating and adjustment/ reconciliation of data and information, capturing and posting of data to specific accounts, executing journal entry 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.

**SENIOR CLERK
(FIN100162)**

Ref No: FIN25/25

Duration of Employment**Permanent****Place of Work****Customer Care****EE Plan Preferred Designated Group/s****Person with Disability or African Female or Indian Male or Coloured Male or White Male/ Female.****Basic Salary****R172 033,94 - R223 312,61 p.a. (T06)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Control, implement and maintain procedures and systems associated of a comprehensive technical support for the Income 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, and attending to specific administrative processes associated with the functionality.

**SENIOR CLERK X2
(FIN100175/202)**

Ref No: FIN26/25

Duration of Employment**Permanent****Place of Work****Customer Care****EE Plan Preferred Designated Group/s****Person with Disability or African Female or Indian Male or Coloured Male or White Male/ Female.****Basic Salary****R172 033,94 - R223 312,61 p.a. (T06)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 with Accounting – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' 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.

CASHIER X15**(FIN100091/095/096/099/100/102/104/105/106/107/110/113/115/117/118/)**

Ref No: FIN27/25

Duration of Employment**Permanent****Place of Work****Public Safety- Traffic 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****R146 451,78 – R189 163,46 p.a. (T05)****Minimum Qualifications/ Requirements**

- Grade 10 - NQF Level 2 or equivalent.
- Computer Literacy – Office Applications.
- 3 Months relevant experience.

Key Performance Requirements

- Perform tasks /activities associated with the receiving and receipting payments for services/product (rates, water, housing loans, etc.) from the public, providing information and explanation on charges and penalties, reconciling total collection against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.

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: **MAR 25 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 11 2025**

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


MRS. MN. NGCOBO

DATE: **10/03/2025**

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