



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 16/2025



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

MANAGER (FINANCE PERFORMANCE) (FIN120075)

Ref No: FIN29/25

Duration of Employment

Permanent

Place of Work

Financial Performance

EE Plan Preferred Designated Group/s

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

Basic Salary

R 558 968,59 - R 725 592,79 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate.
- National Diploma/ B. Tech / B. Degree in Accounting / Financial Management or equivalent - NQF Level 6/7.
- Knowledge of CaseWare and complete articles will be an added advantage.
- Computer literacy - Office Applications.
- Code B Driver's Licence.
- 4 years relevant experience.

Key Performance Requirements

- Manage the key performance and result indicators associated with the Financial Performance Section of the financial Services functionality through the implementation of laid down policies and procedures dictating financial reporting and recording requirement, providing input into longer term objective setting and financial planning sequences and; directing and executing accounting procedures and processes associated with controlling creditors account, investments and fixed asset administration.

Additional KPA's

- Manages the key performance and result indicators associated with the Financial

Performance Section of the financial Services functionality through the implementation of laid down policies and procedures dictating financial reporting and recording requirements, providing input into longer term objective setting and financial planning sequences and; managing and executing accounting procedures and processes associated with GL Reconciliations, preparation of VAT returns and preparation of AFS in accordance with GRAP and MFMA.

ACCOUNTANT (FIN100021)

Ref No: FIN30/25

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 440 952,65 – R 572 376,74 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.
- Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Plans, coordinates and controls the application of accounting procedures associated with the Consolidated Billing Section, monitoring financial controls, the accuracy of information/ statistics associated with verification and control of the consolidated billing related processes, reconciling processed totals to input, verifying transfer of income generated from the Billing System to General Ledger and implementing decisions pertaining to tariffs, and guiding and developing personnel on the processing sequences and attending to specific administrative processes.

**ADMINISTRATION OFFICER
(FIN150135)**

Ref No: FIN31/25

Duration of Employment

Permanent

Place of Work

Supply Chain Management

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
- National Diploma/ B -Tech / B. Degree in Administration or equivalent - NQF Level 7.
- Computer Literacy - Office Applications.
- Code B Driving license.
- 3 years relevant experience.

Key Performance Requirements

- Co-ordinate and control the Procurement Unit's administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information and maintains the procurement unit's database.

**REVENUE CLEARANCE OFFICER
(FIN100006)**

Ref No: FIN32/25

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.
- 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.

**BUYER
(FIN150162)**

Ref No: FIN33/25

Duration of Employment

Permanent

Place of Work

Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R 280 988,61 – R 364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus relevant Purchasing certificate accredited by SAQA or equivalent - NQF Level 5.
- 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.

**PRINCIPAL CLERK
(FIN150125)**

Ref No: FIN34/25

Duration of Employment

Permanent

Place of Work

Real Estate & Valuations

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 221 688,67 – R 287 736,59 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting – Certificate
- Computer Literacy – Office Applications

- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of information associated with the Valuation Section's activities, generating transactional/instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific departments for attention and resolution.

SENIOR CLERK (FIN100203)

Ref No: FIN35/25

Duration of Employment

Permanent

Place of Work

Debtors Management

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 183 362,57 - R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Performs 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: FIN36/25

Duration of Employment

Permanent

Place of Work

Creditors

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 183 362,57 - R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

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

FORKLIFT OPERATOR (FIN150203)

Ref No: FIN37/25

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 141 974,63 - R 183 362,57 p.a. (T04)

Minimum Qualifications/ Requirements

- An appropriate level of Primary education - NQF level 1.
- 1 month relevant experience.

Key Performance Requirements

- Perform labouring activities associated with stores control sequences and assisting with the general receipting and issuing of stores as instructed by the Stores Controller.

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: **AUG 27 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: **AUG 07 2025**

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


MRS. MN. NGCOBO

DATE: _____

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