



Msunduzi Municipality



INTERNAL AND EXTERNAL

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).

NB: All qualifications must be accredited by South African Qualifications Authority (SAQA)

CORPORATE SERVICES

CHIEF LEGAL ADVISOR (HRC010008)

Ref No: CS 09/21

Basic Salary

R688 201.78 – R893 346.73 pa (T17)

Qualifications/ Requirements

- LLB degree (NQF level 7)
- Certificate in Legislative drafting
- Admission as an Attorney//Advocate
- Computer Literacy-Office Applications
- Valid driver's license
- 6 Years relevant experience in drafting Legal instruments

Key Performance Requirements

- Manage the key performance areas of the Legal Services functionality through the provision of legal advice on proactive and re-active basis by applying knowledge of relevant legislation, statutes, ordinances, common – law and case law
- Provide practical recommendation and solutions.
- Examine and review current legal strategies to address awareness and relationships.
- Coordinating and implementing legal interventions and initiatives.
- Provide advice and guidance on the development of effective, professional and sustainable legal approaches.
- Conduct research on legal case studies and legal precedents to manage Contractual and Supply Chain Management related legal implications and risks.

COMMUNITY SERVICES

PROJECT FOREMAN (CSE 270020)

Ref No: CSE 11/21

Basic Salary

R345 957. 35 – R449 068.39 pa (T12)

Qualifications/ Requirements

- Trade Test Certificates - (NQF Level 4)
- Computer literacy – Office applications
- Code EB driver's license
- 5 years relevant experience

Key Performance Requirements

- Coordinate the maintenance operations of the Public Buildings.
- Monitor and implement Procedures.
- Maintain effectiveness of repairs and maintenance to Public Buildings.
- Establish resource requirements.

FINANCE

MANAGER: RATES & AUXILIARY REVENUE (FIN100003)

Ref No: FIN 58/21

Basic Salary

R475 867.02 – R617 714.74 pa (T15)

Qualifications/ Requirements

- National Diploma/Degree in Accounting/Financial Accounting or equivalent (NQF Level 6/7)
- Computer Literacy – Office Applications
- Code B Driver's License
- 4 years relevant experience

Key Performance Requirements

- Manage and control the Rates and Auxiliary Revenue application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transaction to support analysis, identification and recovery of overdue accounts.
- Guide and develop personnel on the processing sequences and attend to specific administrative processes associated with the rates payment, certification and correspondences.

THE ADVERTISING OF THESE POSTS ARE AUTHORISED BY THE CITY MANAGER MP KHATHIDE

A written application must be submitted on the Msunduzi Application for Employment form - 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. 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 telephone number at which they can be contacted.

If there is more than one post advertised in the same Ref No. only one (1) application is required.

Applications without the relevant attachments (cv/certificates) will be disqualified

The application needs to be addressed to the Senior Manager: Human Resource Management and be posted in the box provided on the Ground Floor opposite Security in 341 Church Street, Professor Nyembezi Centre or posted to Private Bag X 321, Pietermaritzburg, 3200.

Enquiries Mr PW Khumalo 033 392 2615.

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 **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: 07 September 2021

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, Persons with Disabilities and Women are encouraged to apply.