

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the emails provided for each post.
- CLOSING DATE** : 24 October 2025 at 16:00 Applications will not be considered after the closing date: 24 October 2025
- NOTE** : For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/ "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa.. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s).

OTHER POSTS

- POST 37/36** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/AC-FAS/02 (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum (Level 5)
- CENTRE** : Misa Head Office, Centurion
- REQUIREMENTS** : A Grade 12 certificate or equivalent qualification. No experience required. Core Competencies: Financial Management. Generic Competencies: Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (verbal & written), Computer literacy. Technical competencies: In depth knowledge of: Public Finance Management Act, 1999 (Act no. 1 of 1999) and Treasury Regulations. Basic Accounting System (BAS) and PERSAL System or VIP system.
- DUTIES** : The successful candidate will perform the following duties: Financial Accounting Service: Process invoices within 30 days. Create debts and follow up on recovery of debt owed to the department. Capture Journals on the system. Compile cashbooks on a monthly basis. Perform general ledger reconciliations. Perform filing. Salaries section: Process payroll. Perform employee tax reconciliation. Process third party pay-overs. Process travel and subsistence claims. Perform filing.
- ENQUIRIES** : Mr Jesse Chetty, Tel. 067 391 7387/ 012 848 5300
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to misa2@tttreruitment.co.za
- POST 37/37** : **SUPPLY CHAIN CLERK: DEMAN AND ACQUISITION REFE NO: MISA/SCC-DA/03**
- SALARY** : R 228 321 – R 268 950 per annum (Level 5)

**CENTRE
REQUIREMENTS**

- : Misa Head Office, Centurion
- : An appropriate Senior certificate or equivalent qualification as recognised by SAQA. Core Competencies: Client orientation and customer focus. Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Procurement processes. Treasury regulations (8.2.3). The Preferential Procurement Policy Framework Act (PPPFA).

DUTIES

- : The successful candidate will perform the following duties: Provide secretariat support during the bid considerations and contracts conclusion process. Update and maintain a supplier database. Register suppliers on Logis or similar systems. Request, receive quotations and place orders. Capture specifications on the electronic purchasing system. Issue and receive bid documents.

**ENQUIRIES
APPLICATIONS**

- : Mr Jesse Chetty, Tel. 067 391 7387/ 012 848 5300
- : Please forward your application, quoting the relevant reference number, to misa3@tttrecruitment.co.za