



# Msunduzi Municipality



## INTERNAL/ 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)**

### CITY MANAGER`S OFFICE

#### INTERNAL AUDITOR X 5 POSTS (MUM030220/221/223/224/228)

VAC No: FIN 10/21

##### Basic Salary

R 345 957.35– R 449 068.39 pa (T12)

##### Qualifications/ Requirements

- B Com/B Tech Degree Majoring in Internal Auditing - NQF Level 6/7
- Professional Member of the IIASA
- Computer Literacy – Office Applications
- Code B Driver's License
- 3 years internal auditing experience

##### Key Performance Requirements

To provide a comprehensive assurance services on systems of internal control, governance and risk management to the Municipality and its entities.

### FINANCE

#### VALUER x 8 POSTS (FIN150107/108/109/111/112/115/116/117)

VAC No: FIN 56/21

##### Basic Salary

R 345 957.35 – R 449 068.39 pa (T12)

##### Qualifications/ Requirements

- National Diploma / 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 / Professional Valuer.
- Code B Driver's License
- 3 years relevant experience

##### Key Performance Requirements

Coordinates 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.

#### CHIEF PROPERTY ADMINISTRATOR (FIN150100)

VAC No: FIN 57/21

##### Basic Salary

R438 548.75 – R569 276.79 pa (T14)

##### Qualifications/ Requirements

- National Diploma / Degree in Real Estate or equivalent – NQF Level 6/7
- Registration with the South African Council for Property Valuers profession ( SACPVP) as a Professional Associated Valuer /Professional Valuer
- Code B Driver's License
- 4 years relevant experience

##### Key Performance Requirements

Plans, Coordinates and controls tasks and activities associated with the processing and updating of information associated with the Property Administration Section, generating transactional/instructional based

documentation and reports and attending to and or forwarding functional related queries /complaints to specific departments for attention and resolution.

#### MANAGER (CREDITORS) (FIN120005)

VAC No: Fin 58/21

##### Basic Salary

R505 608.77 – R656 321.93 pa (T15)

##### Qualifications/ Requirements

- National Diploma/ Degree in Accounting or equivalent-NQF Level 6/7
- Computer Literacy-Office Applications.
- Code B Driver's License.
- 4 Year's relevant experience

##### Key Performance Requirements

Planning, organizing and managing the operations and activities of centralized creditors function, ensures that all creditors are paid timeously, implementation of laid down policies and procedures providing input into financial planning; directing and executing accounting procedures and processes associated with controlling creditors accounts. Supervise employees, monitors activities, and satisfies reporting requirements. Undertake duties on own initiative with little guidance.

### CORPORATE SERVICES

#### CHIEF PROFESSIONAL NURSE (HRC060089)

VAC No: CS 02/20

##### Basic Salary

R438 548.75 – R569 276.79 pa (T14)

##### Qualifications/ Requirements

- National Diploma/ B. Degree in Nursing Management-NQF Level 6/7. Certificate in Occupational Health Nursing.
- Certificate in safety management.
- Certificate in Audiometry, Pharmacology and Primary Health Care, Medicine dispensing license.
- Registration as a professional Nurse with the South African Nursing Council.
- Computer Literacy-Office Applications
- Code B Driver's license.
- 4 Years relevant experience within occupational health and safety.

##### Key Performance Requirements

Co-ordinates and plans the statutory requirements of the Municipalities policies and procedures pertaining to the Occupational Health Act and provides a Primary Health Care Service for the Municipal personnel in accordance with departmental instructions an requirements.

### COMMUNITY SERVICES

#### ARTISAN CARPENTER (CSE 270026)

VAC No: CSE 03/20

##### Basic Salary

R 248 232.05 – R 322 213.54 pa (T10)

##### Qualifications/ Requirements

- Trade Certificate in Carpentry – NQF Level 4
- A Valid Driver's Licence – Minimum Code B
- 2 years relevant experience

##### Key Performance Requirements

Controls the set-up work in progress and completion of Carpentry maintenance activities associated with the installation, maintenance and repair of Flats, Halls and Public Buildings.

**ARTISAN PLUMBER  
(CSE 270029)**

VAC No: CSE 02/20

**Basic Salary**

R 248 232.05 – R 322 213.54 pa (T10)

**Qualifications/ Requirements**

- Trade Certificate in Plumbing – NQF Level 4
- A Valid Driver's Licence – Minimum Code EB
- 2 years relevant experience

**Key Performance Requirements**

Controls the set-up work in progress and completion of activities associated with the installation, maintenance and repair to water reticulation systems, including monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/general administrative recording requirements in order to ensure downtime and disruptions is minimized contributing positively towards sustaining acceptable service delivery standards.

**HANDYMAN X 2 POSTS  
(CSE 270042/43)**

VAC No: CSE 05/20

**Basic Salary**

R 143 860.42 – R 186 741.35 pa (T6)

**Qualifications/ Requirements**

- An appropriate level of Secondary Education – NQF Level 3
- A Valid Driver's Licence – minimum Code B
- 6 months relevant experience ( General Building work)

**Key Performance Requirements**

Performs tasks associated with the execution of general repairs and maintenance /renovations to interior/exterior surfaces, fixtures and fittings, plumbing systems and bricklaying, general welding and painting of Council Flats and Halls and attending to the completion of procedural functions under the supervision of the Artisan Bricklayer.

**INFRASTRUCTURE SERVICES**

**ARTISAN ELECTRICIAN X 5 POSTS  
(ISF700081/82/83/84/85)**

VAC No: ISF 13/20

**Basic Salary**

R 248 232.05 – R 322 213.54 pa (T10)

**Qualifications/ Requirements**

- Trade Certificate ( Electrical) – NQF Level 4
- Will be required to obtain a certificate in Switching ( MV) within 24 months from the date of appointment
- Code EB Driver's License with PrDP
- 2 years relevant work experience

**Key Performance Requirements**

Coordinates and implements the set-up, work in progress and completing of specialized electrical tasks/activities associated with the overhead lines repairs and maintenance, including, monitoring and correcting subordinates productivity and performance and attending to routine/general administrative recording requirements contributing to the accomplishment of departmental objectives.

**THE ADVERTISING OF THESE POSTS IS AUTHORITY BY THE CITY  
MANAGER: MR M 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](http://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's License (certified within 3 months or less of closing date).  
Applicants are requested to furnish telephone number at which they can be contacted. The VAC No is the vacancy number required.  
If there is more than one post advertised in the same VAC No only one (1) application is required.

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 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: **Thursday 08 July 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.

CIRCULATED 24 JUNE 2021