



ERRATUM

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).

**IMPORTANT NOTICE:
INTERNAL EMPLOYEES ARE ELIGIBLE TO
APPLY FOR THE POSITIONS ADVERTISED
ON 29 MARCH 2018.**

CITY MANAGERS' OFFICE

**THE FOLLOWING POSITION IS HEREBY
AMENDED:**

JOB EVALUATION OFFICER (HRC060006)

VAC No: CMO05/18

Basic Salary

R285 732.84 – R370 894.29 pa (T12)

Qualifications/ Requirements

- 3-year tertiary qualification in Human Resources i.e. a National Degree or Diploma or equivalent - NQF Level 7
- Computer Literacy – Office Applications
- 3 year's relevant work experience

Key Performance Requirements

- Coordinates the Job Evaluation functionality at the Msunduzi Municipality through the development and alignment of procedures and control, applications and outcomes.
- Provide critical advice to support the Human Resources development and the accomplishment of the Departments' key performance areas
- Implement changes to the reviewed posts of the approved structure and maintain an updated and accessible organisation structure.

**THE FOLLOWING THREE (3) POSTS ARE
HEREBY WITHDRAWN AND SHALL NOT BE
FILLED:**

PERFORMANCE MANAGEMENT ADVISOR X2 (MUM030156)

VAC No: MUM05/18

Basic Salary

R362 205.89 – R470 176.75 pa (T14)

PEACE OFFICER X6 (MUM030144)

VAC No: MUM04/18

Basic Salary

R143 651.97 – R186 450.38 pa (T7)

ENFORCEMENT OFFICER (MUM030115)

VAC No: MUM06/18

Basic Salary

R143 651.97 – R186 450.38 pa (T7)

**THE FOLLOWING POST IS HEREBY
WITHDRAWN AND SHALL NOT BE FILLED:**

SECURITY OFFICER (CSE410014-18/19/25/29/44/59/65/121-163)

VAC No: CSE12/18

Basic Salary

R143 651.97 – R186 450.38 pa (T7)

The advertising of these posts is authorised by the City Manager: Mr S Hadebe

Written application must be submitted on the Msunduzi Application form of employment- to be obtained from the City Hall- at the Security, Professor Nyembezi Building on the Ground Floor, libraries around the Msunduzi Area and ABM offices, as well as on www.msunduzi.gov.za The form needs to be filled in completely and signed on the last page (in the event that the Application form is not properly/fully completed, the application shall not be considered).

The following attachments are required:

- CV with two referees with current contact information
- Certified copies of qualifications/certificates, ID and Driver's licence.
- Applicants are requested to furnish current telephone number/s and email address at which they may be contacted.

The application needs to be addressed to the Senior Manager: Human Resources Management and be posted to Private Bag X321, Pietermaritzburg, 3200 and be dropped in the box provided on the Ground Floor opposite the Security desk in Professor Nyembezi Centre, Pietermaritzburg, 3200. Enquiries Mrs XB Hulane 033 392 2112

Closing dates: 16 April 2018 at no later than 15h00.

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.

CANVASSING OF COUNCILLORS AND/OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION.

THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS

Please note that the Qualification that is not accredited by SAQA (South African Qualification Authority) will not be considered.

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.

Amendment Circulated 10 April 2018