



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT ERRATUM



Vacancy Circular No. 01/2023

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)

Applicants that have applied for the below position are advised to not to re-apply.

BUDGET AND TREASURY OFFICE

POSTS REQUIREMENTS CORRECTIONS
DATA CAPTURER
(FIN150031)

Ref No: FIN13/23

Duration of Employment

Permanent

Place of Work

Fleet Administration

Basic Salary

R 132 965.13 – R 171 743.52 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 12 or Equivalent – NQF Level 4.
- Computer literacy – Office Applications.
- Minimum 3 Months' relevant experience

Key Performance Requirements

- Perform clerical activities/ tasks associated with capturing of relevant data relating to the Fleet Administration Section, scanning of documents.
- Maintain records in accordance to Departmental procedures and requirements.

NOTCH CORRECTION

FORKLIFT OPERATOR
(FIN150204)

Ref No: FIN14/23

Duration of Employment

Permanent

Place of Work

Logistics

Basic Salary

R 120 936.49 – R156 191.44 p.a. (T04)

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

POSTS REQUIREMENTS CORRECTIONS

MANAGER (IMPLEMENTATION)

(SDE310003)

Ref No: SDE01/23

Duration of Employment

Permanent

Place of Work

Human Settlement- Implementation

Basic Salary

R747 191.02 – R969 919.93 (17)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- B Tech /Degree in Civil Engineering/ Project Management or equivalent – NQF Level 7
- Registration with ECSA as Professional Engineer/ Technician/ Technologist or with SACPCMP.
- Computer literacy – Office Applications
- Valid Code B Driver's License.
- Minimum 7 years' Relevant experience

Key Performance Requirements

- Manage the key performance areas and result indicators associated with the Infrastructure needs and housing backlogs, through the implementation of laid down policies and procedures guiding housing development for a range of income levels.
- Coordinate processes associated with sustainable human settlement, and analysing land and service requirements to meet short and long term delivery objectives, implementing and exercising financial controls and funding requirements.
- Execute and apply procedures, regulations and standards in order to ensure strategic plans identified in the Integrated Development Plan are afforded priority.

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GENERAL MANAGER
MUNICIPAL SERVICES

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POSTS REQUIREMENTS CORRECTIONS

BUILDING INSPECTOR X2

(SDE170023/025)

Ref No: SDE04/23

Duration of Employment

Permanent

Place of Work

Building Control

Basic Salary

R 269 509.21 – R349 832.10 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus relevant certificate in Civil/ Construction Industry accredited by SAQA or equivalent in Architecture/ Built Environment - NQF Level 5.
- Computer literacy – Office Applications
- Peace Officer's Certificate will be an added advantage.
- No Criminal Record
- Code B Driver's License.
- Minimum 2 years' relevant Built Environment experience.

Key Performance Requirements

- Process and monitor sequences associated with monitoring compliance with buildings/ construction standards, procedures, regulations and specifications encompassed in National Building Regulations and Town Planning Schemes, Fire Prevention Practice, and roads layout with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practice.

COMMUNITY SERVICES

POSTS REQUIREMENTS CORRECTIONS

SUPERINTENDENT

(CSE400041)

Ref No: CSE03/23

Duration of Employment

Permanent

Place of Work

Public Safety - Traffic

Basic Salary

R476 138.97 – R618 072.32 pa (T14)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma in Traffic Management/ Metropolitan Police, or Equivalent NQF Level 6/7.
- Valid Firearm Competency Certificate (Handgun, and Shotgun)

- Computer Literacy – Office Applications,
- Valid Code B Drivers' Licence
- Minimum 4 Years' relevant experience in Traffic or Municipal or Metropolitan Policing or Law Enforcement.

Key Performance Requirements

- Plan and coordinate the implementation, monitoring, evaluation and reporting sequences of outcomes associated with Traffic Safety plans and programs designed to accomplish key service delivery objectives with respect to traffic management through the co – ordination of operations associated with the enforcement of laws and By – Laws in order to ensure the risk of damage to property and or loss of lives is limited through prompt and efficient execution of sequences and applications.

POSTS REQUIREMENTS CORRECTIONS

SUPERINTENDENT (SECURITY)

(CSE410171)

Ref No: CSE04/23

Duration of Employment

Permanent

Place of Work

Public Safety - Security

Basic Salary

R476 138.97 – R618 072.32 pa (T14)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma in Security Management or equivalent to Security Regulatory NQF Level 6/7.
- Grade A PSIRA issued Certificate
- Peace Officer Certificate
- Computer Literacy-Office Application.
- Valid B Driver's Licence,
- Firearm Competency Certificate (Handgun, Shotgun and Rifle)
- Minimum 4 years' relevant experience in Security Environment.

Key Performance Requirements

- Coordinate the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives with respect to security programmes, and the
- Identify and solve Security issues and
- Provide an effective and efficient service to the municipality and communities.

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GENERAL MANAGER
CORPORATE SERVICES

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POST REQUIREMENTS CORRECTION

**SENIOR LIBRARIAN
(CSE620007)**

Ref No: CSE06/23

Duration of Employment

Permanent

Place of Work

Library Services

Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- B. Bibl/ B –Tech in Library and Information Sciences - NQF 7.
Or
- Bachelor Degree Plus Post Graduate Diploma in Library and Information Science NQF Level 8.
- Computer Literacy-Office Application.
- Valid Code B Driver's License.
- Minimum 3 years' experience as Librarian in Cataloguing environment

Key Performance Requirements

- Co-ordinate the operations of the Library Services and monitors the execution of procedural sequences/ requirements associated with aligning standards to meet customer objectives.
- Attend to the acquisition, organization of information and, interacting and providing users with information from various media.
- Create an environment conducive to learning through the arrangement of displays and signage of new library materials and attending to administrative reporting and record updating requirements.

POST REQUIREMENTS CORRECTION

**INSPECTOR (BYLAWS, WARDENS, SPECIAL PAT)
(CSE400047)**

Ref No: CSE07/23

Duration of Employment

Permanent

Place of Work

Public Safety – Traffic

Basic Salary

R 318 155.84 – R 412 985.53 pa (T11)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- Traffic Officers Diploma/ Diploma in Metropolitan Police or Equivalent – NQF Level 6/7
- Valid Firearm Competency Certificate (Handgun, and Shotgun)
- Code EC Driver's Licence

- Computer Literacy – Office Applications
- Minimum 3 years' Relevant experience in Traffic Law Enforcement.

Key Performance Requirements

- Co – ordinate the implementation, monitoring and reporting sequences of outcomes associated with the plans programs designed to accomplish key service delivery objectives with respect to Traffic Safety through the execution of operations and procedures associated with the enforcement of Laws and By – laws in order to ensure the risk of damage to property and / or loss of lives is limited through prompt action and attention, and enforcing the law, etc. in the Traffic Office.

POST WITHDRAWN

**LIBRARIAN X2
(CSE620015/051)**

Ref No: CSE10/23

Duration of Employment

Permanent

Place of Work

Branch Services

Basic Salary

R 318 155.84 – R 412 985.53 pa (T11)

POST WITHDRAWN

**WEIGHBRIDGE CONTROLLER
(CSE220455)**

Ref No: CSE12/23

Duration of Employment

Permanent

Place of Work

Waste Management- Landfill and Recycling

Basic Salary

R239 350.91 – R310 715.87 p.a. (T09)

POSTS NUMBER CORRECTION

**ECC CONTROLLER X3
(CSE350225/231/232)**

Ref No: CSE13/23

Duration of Employment

Permanent

Place of Work

Public Safety- Emergency Control Centre

Basic Salary

R239 350.91 – R310 715.87 p.a. (T09)

POST REQUIREMENTS CORRECTION

**TRAFFIC OFFICER
(CSE400090)**

Ref No: CSE14/23

Duration of Employment

Permanent

Place of Work

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GENERAL MANAGER
TRAFFIC OFFICERS

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Public Safety – Traffic Operations

Basic Salary

R239 350.91 – R310 715.87 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 Plus NQF Level 5 Certificate Accredited by SAQA in Traffic and Municipal Police Officers Qualification or Equivalent.
- No Criminal Record
- Physically fit.
- Valid Fire Arm Competency.
- Valid Code EC Driver's License.
- Motor Cycle Licence will be an added advantage.
- Minimum 2 years' relevant experience

Key Performance Requirements

- Perform activities/ tasks associated with the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency.
- Rescue personnel during major disasters in order to ensure any risk to public safety or contravention to traffic regulations and specific by-laws identified and corrective/ compliance measures enforced on offenders, and is required to enforce the law, etc. in the Traffic Office.

POSTS WITHDRAWN

**SENIOR CLERK
(DISASTER MANAGEMENT) X2
(CSE 350205/206)**

Ref No: CSE21/23

Duration of Employment

Permanent

Place of Work

Public Safety – Operations

Basic Salary

R156 191.44 – R202 747.90 p.a. (T06)

POST WITHDRAWN

**LIBRARY ASSISTANT
(CSE620063)**

Ref No: CSE24/23

Duration of Employment

Permanent

Place of Work

Library Administration

Basic Salary

R156 191.44 – R202 747.90 p.a. (T06)

Minimum Qualifications/ Requirements

POST WITHDRAWN

**SENIOR CLERK
(CSE620123)**

Ref No: CSE25/23

Duration of Employment

Permanent

Place of Work

Library Administration

Basic Salary

R156 191.44 – R202 747.90 p.a. (T06)

Minimum Qualifications/ Requirements

NOTCH CORRECTION

**GENERAL ASSISTANT X4
(CSE110035/37/43/48)**

Ref No: CSE26/23

Duration of Employment

Permanent

Place of Work

Area Based Management: Northern Area
Office X2 & Eastern, Ashburton, Central Area
Office X2

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT
(CSE110138)**

Ref No: CSE27/23

Duration of Employment

Permanent

Place of Work

Area Based Management

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT
(CSE110142)**

Ref No: CSE28/23

Duration of Employment

Permanent

Place of Work

Area Based Management

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT
(CSE220092)**

Ref No: CSE29/23

Duration of Employment

Permanent

Place of Work

Waste Street Sweeping

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

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NOTCH CORRECTION

**GENERAL ASSISTANT
(CSE220109)**

Ref No: CSE30/23

Duration of Employment

Permanent

Place of Work

Domestic Waste

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT
(CSE220367)**

Ref No: CSE31/23

Duration of Employment

Permanent

Place of Work

Domestic Waste

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT
(CSE270054)**

Ref No: CSE32/23

Duration of Employment

Permanent

Place of Work

Building

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT
(CSE350233)**

Ref No: CSE33/23

Duration of Employment

Permanent

Place of Work

Fire

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT X3
(CSE550081/086/099)**

Ref No: CSE34/23

Duration of Employment

Permanent

Place of Work

Municipal Gardens/Streams/Gutters

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT X2
(CSE550166/169)**

Ref No: CSE35/23

Duration of Employment

Permanent

Place of Work

Municipal Gardens/Streams/Gutters

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT X2
(CSE550210/220)**

Ref No: CSE36/23

Duration of Employment

Permanent

Place of Work

Municipal Gardens/Streams/Gutters

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT X6
(CSE550161/295/511/605/628/633)**

Ref No: CSE37/23

Duration of Employment

Permanent

Place of Work

Vulindlela/ Sports Facilities

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

INFRASTRUCTURE SERVICES

NOTCH CORRECTION

**GENERAL ASSISTANT
(ISF250477)**

Ref No: ISF23/23

Duration of Employment

Permanent

Place of Work

Roads and Stormwater: GE and Vulindlela

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT
(ISF250169)**

Ref No: ISF24/23

Duration of Employment

Permanent

Place of Work

Road Signs and Road Marking

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

**GENERAL ASSISTANT
(ISF250333/384/474)**

Ref No: ISF25/23

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GENERAL MANAGER
INFRASTRUCTURE SERVICES

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Duration of Employment

Permanent

Place of Work

Roads and Stormwater: Central/ GE and Vulindlela

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

GENERAL ASSISTANT X4
(ISF260096/107/110/112)

Ref No: ISF26/23

Duration of Employment

Permanent

Place of Work

Connections and Restrictions

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

GENERAL ASSISTANT X2
(ISF260129/167)

Ref No: ISF27/23

Duration of Employment

Permanent

Place of Work

New Works

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

GENERAL ASSISTANT X4
(ISF260207/219/244/247)

Ref No: ISF28/23

Duration of Employment

Permanent

Place of Work

Reactive Maintenance

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

GENERAL ASSISTANT
(ISF260322)

Ref No: ISF29/23

Duration of Employment

Permanent

Place of Work

Planned Maintenance

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

NOTCH CORRECTION

GENERAL ASSISTANT
(ISF260519)

Ref No: ISF30/23

Duration of Employment

Permanent

Place of Work

Water and Sanitation

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

ELECTRICITY SUPPLY SERVICES

PLACE OF WORK CORRECTION

TECHNICIAN
(ISF700713)

Ref No: ESS03/23

Duration of Employment

Permanent

Place of Work

Technical Support

Basic Salary

R318 155.84 – R412 985.53p.a. (T11)

Minimum Qualifications/ Requirements

NOTCH CORRECTION

GENERAL ASSISTANT
(ISF700523)

Ref No: ESS05/23

Duration of Employment

Permanent

Place of Work

Electricity – Secondary Substations

Basic Salary

R118 085.71 – R138 723.50 p.a. (T03)

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. 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) applications must have all is required attachments. Applications without the relevant attachments (cv/certificates) will be disqualified

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GENERAL MANAGER
ELECTRICITY SUPPLY SERVICES

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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. Pietermaritzburg 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.

~~2023-06-27~~

Closing Date: _____ 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, Persons with Disabilities and Women are encouraged to apply.

~~2023-06-23~~

Circulated Date: _____
THE ADVERTISING OF THESE POSTS IS AUTHORISED BY THE CITY MANAGER:

MR. L.H. MAPHOLOBA
DATE: _____

RECEIVED
2023-06-23
GENERAL MANAGER
CITY OF PIETERMARITZBURG