



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL (PERMANENT EMPLOYMENT)

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

AUDITOR (MUM030225/26/27/28) X4

Ref No: CMO09/22

Place of Work

Assurance

Basic Salary

R375 611.10 – R487 560.34 pa. (T12)

Qualifications/ Requirements

- B. Com majoring in Auditing/ Internal Auditing or equivalent – NQF Level 7.
- Professional member of the IIASA.
- Computer literacy – Office Applications.
- Code B Driver's license.
- Minimum 3 years Internal Auditing experience.

Key Performance Requirements

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

BUDGET AND TREASURY

VALUER (FIN150102)

Ref No: FIN39/22

Place of Work

Real Estate and Evaluation

Basic Salary

R 375 611.10 – R 487 560.34 (T12)

Qualifications/ Requirements

- National Diploma/ Degree in Real Estate or Equivalent (NQF Level 6/7)
- Registered with South African Council for Property Valuers Profession (SACVP) as a

Professional Associated- Professional Valuer.

- Computer Literacy – Office Applications
- Minimum code B Driver's Licence
- 3 years' relevant experience

Key Performance Requirements

- Coordinate 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.

ACCOUNTANT (COST ACCOUNTING) (FIN120057)

Ref No: FIN40/22

Place of Work

Budget Monitoring and Implementation

Basic Salary

R 375 611.10 – R 487 560.34 (T12)

Qualifications/ Requirements

- National Diploma/ Degree in Accounting or Equivalent (NQF Level 6/7)
- Computer Literacy – Office Applications
- Minimum code B Driver's Licence
- 3years' relevant experience

Key Performance Requirements

- Coordinate, plan and control the application of accounting procedures in terms of Council's Activity Based Costing by attending to the verification, reporting, processing, reducing Business Units costs and facilitating efficient and effective Business Unit budgets.
- Guide and develop personnel on the processing sequences and attending to specific administrative processes associated with the requirements of the Section.

CORPORATE SERVICES

MANAGER (ICT SECURITY) (HRC080003)

Ref No: CORP16/22

Place of Work

ICT Security

Basic Salary

R548 946.97 – R712 578.51 p.a. (T15)

Qualifications/ Requirements

- 3 years National Diploma/ Degree Computer Science/ Information Technology (NQF level 6/7).
- CISCO Certified Network Administrator.
- Certified Information Security Manager (CISM) will be an added advantage.
- Valid B Drivers' License.
- Minimum 4 years' relevant experience in Information Technology.

Key Performance Requirements

- Manage key procedures and Implement Information Security policies for the organisation relating to the implementation of system securities
- Secure application data through the execution of back-up operational plans and monitor the outcomes
- Attend to processes aimed at ensuring security compliance through the provision of guidance and advise in order to ensure objectives of established outcomes are accomplished
- Review all system related security plans throughout the organisation.

JOB ANALYST (HRC060011/12)

Ref No: CORP17/22

Place of Work

Personnel

Basic Salary

R 318 155.84 – R 412 985.53 (T11)

Qualifications/ Requirements

- National Diploma/ Degree in Human Resources Management (NQF Level 6/7)
- Computer Literacy – Office Applications
- 3 years' relevant experience

Key Performance Requirements

- Coordinate activities pertaining to the Job Evaluation functionality for the Msunduzi Municipality through the alignment of procedures and controls, applications and outcomes and providing critical advice aimed at supporting Human Resources

development and the accomplishment of the department's key performance areas.

- Research and advise on amendments to staffing structures/ organograms/ duty schedules; providing specialist advice to line management in terms of guidelines, current policies, market trends, reporting lines and deadlines as well as implementing changes to approved structures, post review and maintaining an updated and accessible job evaluation/ job description data base.

ORGANISTIONAL DEVELOPMENT PRACTITIONER (HRC060112/116)

Ref No: CORP18/22

Place of Work

Organisational Development

Basic Salary

R318 155.84- R412 985.53 pa (T11)

Qualifications/ Requirements

- National Diploma/ Degree in Organisational Development/ Management Services/ Industrial and Organisational Psychology. - NQF level 6/7
- Valid B Drivers' License.
- Computer Literacy – Office Applications
- Minimum 3 years' relevant experience.

Key Performance Requirements

- Coordinate and processes the Organizational Development functional at Msunduzi Local Municipality through the implementation and alignment of policies, procedures, systems and controls guiding critical management services interventions, applications and outcomes
- Provide strategic advice on the mission critical initiatives with respect to the Organisational Development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives

ARTISAN (HRC010067)

Ref No: CORP19/22

Place of Work

Printing

Basic Salary

R269 509.21 – R349 832.10 pa (T10)

Qualifications/ Requirements

- Trade Test Certificate in Lithography or Equivalent.
- Computer Literacy – Office applications
- 2 years' relevant experience

Key Performance Requirements

- Co-ordinates and controls the set-up, work in progress and completion of specialized tasks activities associated with the Printing Lithographic functionality,
- Tinting of different inks, printing of envelopes, setting of printing machines, including mechanical maintenance and repair of equipment,
- Monitoring and correcting the productivity and performance outputs of support personnel and,
- Attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives.

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

SENIOR TECHNICAL TOWN PLANNER X3 (SDE160048/70/71)

Ref No: SDE20/22

Place of Work

Spatial Planning

Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

Qualifications/ Requirements

- 3 years National Diploma/Degree in Town and Regional Planning (NQF level 6/7)
- Plus, registration with South African Council of Planners as Professional or Technical Planner.
- Computer Literacy – Office Applications
- Valid B drivers' license
- Minimum 3 years' relevant experience

Key Performance Requirements

- Provide a professional Town and Regional Planning service for the Msunduzi Municipality through the preparation and adoption of a Hierarchy of Strategic and Development Plans
- Plan Policy Formulation in support of a Land Use Management System to guide and direct future growth in the Municipality's geographical area.
- Execute and apply procedures, regulations and standards in order to ensure plans and related policies identified in the Integrated Development Plan are afforded priority.

SENIOR BUILDING ENFORCEMENT OFFICER (SE170003)

Ref No: SDE21/22

Place of Work

Building Control

Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

Qualifications/ Requirements

- 3 years National Diploma/Degree in Civil Engineering/ Contraction Industry (NQF level 6/7)
- Plus, law enforcement certificate.
- Computer Literacy – Office Applications
- Valid B drivers' license
- Minimum 3 years' relevant experience

Key Performance Requirements

- Manage the key performance areas and result indicators associated with Building Control Enforcement by conducting investigations into alleged violations of the Municipality's by-laws and other Building Control legislation.
- Follow-up enforcement ensuring compliance with all relevant bylaws, National Building Regulations/ Standard Act/ Criminal Procedure Act.
- Report on the appropriateness and benefits prior to introduction, development of sound relationship with internal and external clients
- Interpret developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives and execution and application of procedures regulations and standards in order to ensure priorities identified for the Building Control Law Enforcement functionality.

COMMUNITY SERVICES

MANAGER (LIBRARY SERVICES) (CSE620001)

Ref No: CSE66/22

This post is a re-advertisement, applicants who previously applied are encouraged to re-apply.

Place of Work

Library Services

Basic Salary

R618 072.32– R802 282.24 pa (T16)

Qualifications/ Requirements

- B. BLIC, Postgraduate Qualification in Library and Information Science (PGDIS Honours)
- Master's Degree will be an added advantage.

- Membership with the Library and Information Association of South Africa (LIASA) will be an added advantage.
- Computer Literacy- Office Applications.
- Valid code B Driver's license
- Minimum 6 years' experience in Library Management position.

Key Performance Requirements

- Manage the key performance areas and result indicators associated with the efficient administration, management and co-ordination of the Library and its branches within the Municipality.
- Manage strategic planning, leading, organizing and controlling of Libraries in order to meet the educational, recreational and information needs of the community.

**HANDYMAN
(CSE270030/33)**

Ref No: CSE67/22

Place of Work

Building & Facilities Management

Basic Salary

R156 191.44 – R202 747.90 p.a. (T06)

Qualifications/ Requirements

- An Appropriate Level of Secondary Education – NQF Level 3
- Certificate in General Building Maintenance.
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform tasks associated with the execution of general repairs and maintenance/renovations to interior/ exterior surfaces, fixtures and fittings and, plumbing systems of Public Buildings and attending to the completion of procedural functions under the supervision of the Projects Foreman.

INFRASTRUCTURE SERVICES

**SENIOR ENGINEER
(ISF250015)**

Ref No: ISF56/22

Place of Work

Public Transport

Basic Salary

R 548 946.97 – R 712 578.51 (T15)

Qualifications/ Requirements

- National Diploma/ Degree in Civil Engineering specialising in Transportation or equivalent (NQF Level 6/7)

- Registered as a Professional Engineer (Pr Eng)/ Professional Technologist (Pr. Technologist)
- Computer Literacy – Office Applications
- Minimum code B Driver's Licence
- 4 years' relevant post registration experience

Key Performance Requirements

- Manage the key performance areas and result associated with the Public Transport Engineering and operations functionality through the development of transport.
- Identify and resolve transport problems and assessing the impact of land use changes on transport planning in order to ensure transport systems and solutions encapsulated in short, medium and longer term plans are aligned towards accomplishing effective and economic ways of moving people to/ from destinations within the metropolitan area.

**SENIOR ENGINEER
(ISF260622)**

Ref No: ISF57/22

Place of Work

Water Services Authority

Basic Salary

R 548 946.97 – R 712 578.51 (T15)

Qualifications/ Requirements

- National Diploma/ Degree in Civil Engineering or equivalent (NQF Level 6/7)
- Registered as a Professional Engineer (Pr Eng)/ Professional Technologist (Pr. Technologist)
- Computer Literacy – Office Applications
- Minimum code B Driver's Licence
- 4 years' relevant post registration experience

Key Performance Requirements

- Plan, organise, direct, and control the functions of the Water Services Authority section.
- Coordinate water resources data collection and reporting and implementing water resources programs in the fields of irrigation, domestic water, sanitation Ensure priorities of the Municipality comply with requirements in terms of provider of Water Services Authority for the region.
- Coordinate the application of procedures and sequences associated with Pollution Control Services, through investigation, inspection, monitoring, evaluation, reporting and enforcing compliance.
- Disseminate information and/ or advice on practices that negatively impact on the

environment and appropriate measures to curb and control environmental risks in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Msunduzi region.

**DRIVER/ SUPERVISOR
(ISF260493)**

Ref No: ISF58/22

Place of Work

Capital

Basic Salary

R188 838.19 – R 245 098.99 (T7)

Qualifications/ Requirements

- Secondary level Education – NQF 3
- Valid Code EC Driver's License with PrDP
- Minimum 12 months' relevant experience

Key Performance Requirements

- Perform tasks/ activities associated with monitoring and reporting on the progress and execution of all activities associated with Water & Sanitation Capital and Ops Maintenance, e.g. sewer rodding work, high pressure sewer jetting.
- transport material/ equipment and personnel to/ from work sites, operating heavy and/ or specialized vehicles and general work at sites.

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 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) 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. Pietermaritzburg or posted to Private Bag X 321, Pietermaritzburg, 3200. Enquiries Ms. S.Z. Ndlovu, 033 392 2112.

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: 2022/12/15 at 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.

Circulated Date: 2022/12/01

**THE ADVERTISING OF THESE POSTS IS AUTHORISED BY THE CITY MANAGER:
MR. LH MAPHOLOBA**