



Msunduzi Municipality

EXTERNAL ONLY

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 MANAGERS' OFFICE

MANAGER: FORENSIC INVESTIGATIONS (MUM030211)

VAC No: CMO01/18

Basic Salary

R470 176.75 – R610 307.93 pa (T16)

Qualifications/ Requirements

- Relevant 3-year tertiary qualification (Degree or Diploma) – NQF Level 6
- National Diploma or Certificate in Forensics
- Professional membership with the Association of fraud examiners will be an added advantage
- Computer Literacy – Office Applications
- Experience in conducting forensic investigations will serve as an added advantage
- A valid Code B Driving Licence
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Key Performance Requirements

- To provide a comprehensive Forensic Investigation service to the Municipality and its entities
- Interpret and implement strategies, monitor and report on effective execution of such plans with financial and time parameters.
- Manage cases and resources whilst observing protocol.
- Manage and maintain internal and external synergies, working relationships and manage stakeholder relationships in relation to forensic investigation services. Promote a good image of the municipality

PEACE OFFICER X6 (MUM030144)

VAC No: CMO02/18

Basic Salary

R143 651.97 – R186 450.38 pa (T7)

Qualifications/ Requirements

- Security Officers qualification/ Certification (Grade D) recognised by the Security Industry Regulatory Authority
- Peace Officer Certificate
- Firearm competency certificate (handguns, short guns and rifles)
- 12-18 Months previous security / police /military experience

Key Performance Requirements

Performs specific tasks associated with peace keeping of law and by-laws, identifying with non –conforming actions, crime and/ responding /acting appropriately, reporting on the status and proceeding with questioning and/ or detaining offenders.

PERFORMANCE MANAGEMENT ADVISOR X2 (MUM030156)

VAC No: CMO03/18

Basic Salary

R362 205.89 – R470 176.75 pa (T14)

Qualifications/ Requirements

- Degree in Social Studies/Policy & Development Studies and Public Administration /Economics-NQF Level 6
- 2-3 years' experience

Key Performance Requirements

Facilitation and assistance provided for the Performance and Knowledge Management Function at Msunduzi Local Municipality through the

development and alignment of policies, procedures ,systems and controls guiding critical management services interventions ,applications and outcomes and, providing advisory and operational support on the mission critical initiatives with respect to Organisational Performance and Knowledge Management aimed at supporting the accomplishment of the Municipality key performance areas and service delivery objectives

, Provides a professional advisory and operational service at localized level with respect to the implementation of an effective Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against key performance areas and indicators enabling the Municipality to align or adjust forward plans and execute agreed action plans that adequately addresses immediate, shorter and longer term service delivery priorities.

Assist in the key performance area of Organisational Research on an ad-hoc basis on a varying number of topics that will enable the organization to deliver against the broader Integrated Development Plan and City Development strategy vision

ENFORCEMENT OFFICER (MUM030115)

VAC No: CMO04/18

Basic Salary

R143 651.97 – R186 450.38 pa (T7)

Qualifications/ Requirements

- Relevant equivalent –NQF Level 5
- Code C1 Drivers Licence
- Computer Literacy
- 2- 3 years' relevant experience

Key Performance Requirements

Implanting the processes sequence associated with plan and programmes design to accomplish key services delivery objective enforcing compliance with Municipal Legislature, and presenting investigational and qualitative reports, processing /approving specific transactional works documentation and issuing notices to align practices.

JOB EVALUATION OFFICER (HUMAN RESOURCES) (HRC060006)

VAC No: CMO05/18

Basic Salary

R118 817.16 – R154 233.27 pa (T12)

Qualifications/ Requirements

- A 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.

STAFF ESTABLISHMENT AND HR / EE PLANNING OFFICER (HRC060110)

VAC No: CMO06/18

Basic Salary

R362 205.89 – R470 176.75 pa (T14)

Qualifications/ Requirements

- A Human Resources Diploma or relevant tertiary qualification
- Computer Literacy – Office Applications
- 4 years' relevant work experience

Key Performance Requirements

- Manage, monitor and control Council Post Establishment, as well as implement changes to approved structure post review and maintain and update the approved organisational structure.
- Align and facilitate the implementation of the municipality's Employment Equity Plan and HR Planning Strategy by attending to and guiding, and reporting to specific Committees on the status of the function.
- Capacitate Management Representatives on the application and interpretation of policies and agreements and attend to the administrative requirements with respect to the preparation, circulation and maintenance reports.

PRINCIPAL ADMINISTRATION OFFICER (BENEFITS) (HRC060008)

VAC No: CMO07/18

Basic Salary

R285 732.84 – R370 894.29 pa (T12)

Qualifications/ Requirements

- National Diploma Human Resources Management or relevant tertiary qualification - NQF Level 6
- Computer Literacy – Office Applications
- A valid Code B driving licence
- 3 years' relevant work experience

Key Performance Requirements

- Coordinate and control the HR Benefits Sub Unit, interpretation and implementation of conditions of Service and benefits.
- Monitor performance of Benefits Administration
- Develop and maintain systems and processes to ensure efficient administration of benefits and conditions of service.
- Communicate changes to benefits and conditions of service.

COMMUNITY SERVICES

PROJECT MANAGER (CSE270005)

VAC No: CSE07/18

Basic Salary

R417 592.06 – R542 068.98 pa (T15)

Qualifications/ Requirements

- Project Management and / Quantity Surveying Degree/Diploma-NQF Level 6
- Registration with the South African Council for project and Construction Management Professional(SACPCMP)
- A valid Code C1 driving licence with PrDP
- 3-4 years' experience in project management.

Key Performance Requirements

Manage the key performance areas and result indicators associated with maintaining efficiency in the procumbent and construction phased of Building Projects.

Encompass implementation of technical procedural application that support effective and reliable cost management valuation and estimate of Building Projects and contributes towards achieving standards in building performance.

ARTISAN PAINTER (CSE270028)

VAC No: CSE08/18

Basic Salary

R205 019.70 – R266 122.42 pa (T10)

Qualifications/ Requirements

- Trade Certificate Artisan Painter
- A valid Code C1 Driving Licence
- 2 years' relevant work experience in painting

Key Performance Requirements

- Coordinate and control the set-up, work in progress of specialised painting tasks, maintenance and repairing of walls, roofs, ceilings, fences and / any surfaces that need painting in all Municipal Public buildings.
- Monitor and correct productivity and performance outputs of the support personnel attending to routine / general administrative recording requirements contributing to the achievements and objectives of the department.

ARTISAN FITTER & TURNER (CSE270014)

VAC No: CSE09/18

Basic Salary

R205 019.70 – R266 122.42 pa (T10)

Qualifications/ Requirements

- Trade Certificate Trade Tested Artisan Fitting & Turning or Mechanical Engineering

- Computer Literacy – Office Applications
- A valid Code C1 Driving Licence
- 2 years' relevant work experience

Key Performance Requirements

Coordinate and perform tasks / activities associated with providing a fitting and machining service for the Building Section, through the application of relevant procedures including monitoring, correcting the productivity and performance outputs of support personnel and attending to routine / general administrative recording requirements contributing to the accomplishments of departmental objectives in accordance with specifications and quality standards.

ARTISAN CARPENTER (CSE270024)

VAC No: CSE10/18

Basic Salary

R205 019.70 – R266 122.42 pa (T10)

Qualifications/ Requirements

- Trade Certificate
- Completion of Apprenticeship / Learnership in the relevant trade is an advantage
- A valid Code B Driving Licence
- 2 years' relevant work experience

Key Performance Requirements

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

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

VAC No: CSE11/18

Basic Salary

R143 651.97 – R186 450.38 pa (T7)

Qualifications/ Requirements

- Security Officers Qualification/ Certification (Grade D) recognised by the Security industry regulatory authority.
- Peace Officers, Firearm competency certificate (Handguns, short guns and rifles)
- 12-18 Months previous security/ military' experience

Key Performance Requirements

Performs specific task and activities associated with security functions for the Municipality, monitoring and controlling access to buildings and, continuous patrolling and monitoring, identifying with non-conforming actions, crime and/or security breaches, responding /acting appropriately, reporting on status and proceeding with questioning and /or detaining offenders.

PRINCIPAL LIBRARIAN (INFORMATION & TECHNICAL SERVICES) (CSE620003)

VAC No: CSE12/18

Basic Salary

R362 205.89 – R470 176.75 pa (T14)

Qualifications/ Requirements

- Relevant 4 year qualification / Degree in any field and / plus Graduate Diploma in Library and Information Studies (PGDIS) or Advance / Higher Diplomas in Library and Information Studies or Sciences (HDLIS); Bachelor of Information Science (BLInf), B.BIBL and B Tech in Library and Information Science and Honours Degree in Library and Information Science which in NQF Level 7-8 From SAQA
- Computer Literacy –Including managing systems
- Code B driving license
- 6 years' experience: 3 years in a professional librarian post and 3 years in a senior library position (e.g. Senior Librarian and above)

Key Performance Requirements

- Coordinate, directs and monitors the operations of the Library Information and Technical Services and provides support to the Library Manager in order to ensure optimum library service delivery to the local and wider community and the fulfilment of the Msunduzi Municipality Library's Functions as one of South Africa's five Legal Deposit Libraries
- Project Management for the PALS/Millennium/Symphony /World Share computerized library management system implementation including: Liaison with IT companies, and IT department within the Municipality, first line Support to clients on Library systems and integration with various technologies, Consultancy on various library system software applications, Drafting of Library external and Internal ICT policies, Budget management for library system implementation, Coordinate library end-user training, presents on business plans for library management system.

**ARTISAN PAINTER
(CSE270028)**

VAC No: CSE13/18

Basic Salary

R205 019.70 – R266 122.42 pa (T10)

Qualifications/ Requirements

- Trade Certificate Artisan Painter - NQF Level 4
- 2 years' relevant work experience in painting
- A valid Code EC Driving Licence

Key Performance Requirements

- Coordinate and control the set-up, work in progress of specialised painting tasks, maintenance and repairing of walls, roofs, ceilings, fences and / any surfaces that need painting in all Municipal Public buildings.
- Monitor and correct productivity and performance outputs of the support personnel attending to routine / general administrative recording requirements contributing to the achievements and objectives of the department.

FINANCIAL SERVICES

**FINANCIAL MANAGER (SUSTAINABLE DEVELOPMENT)
(FIN120052)**

VAC No: FIN06/18

Basic Salary

R470 176.75 – R610 307.93 pa (T16)

Qualifications/ Requirements

- Bachelor of Commerce Accounting – NQF Level 6
- Knowledge of SAP ERP will be an added advantage
- A valid Code B Driving Licence
- 3 - 5 Years Financial Management experience

Key Performance Requirements

- Responsible for overseeing the outcomes associated with the Financial Support Services to the relevant Business Unit through the implementation of laid down policies and procedures dictating financial reporting and recording.
- Execute accounting procedures and processes associated with controlling financial accounts, investments and fixed asset administration
- Guide personnel on specific applications and / or clarifying instructions and requirements.

**FINANCIAL OFFICER (BUDGETS & TREASURY OFFICE)
(FIN 120048)**

VAC No: FIN07/18

Basic Salary

R470 176.75 – R610 307.93 pa (T16)

Qualifications/ Requirements

- 3 years' tertiary qualification (Degree or Diploma) B com with Accounting as a major will be an advantage
- 3-5 years Financial Management Experience.
- Divers Licence will be an added advantage
- SAP ERP will be an added advantage.

Key Performance Requirements

Responsible for overseeing of outcomes associated with the Financial Support Services to the relevant Business Unit through the implementation of laid down policies and procedures dictating financial reporting and recording; executing accounting procedures and processes associated with controlling financial accounts, investments and fixed asset administration; and guiding personnel on specific application and/or clarifying instructions and requirements.

**FINANCIAL MANAGER (INFRASTRURE SERVICES)
(FIN120061)**

VAC No: FIN08/18

Basic Salary

R470 176.75 – R610 307.93 pa (T16)

Qualifications/ Requirements

- Tertiary Qualification or equivalent- B comm. With Accounting as a major (NQF Level 6)
- 3-5 years Financial Management Experience.
- Divers Licence will be an added advantage.

Key Performance Requirements

Responsible for the management of outcomes associated with the Financial Support Services to the relevant Business Unit through the implementation of laid down policies and procedures dictating financial reporting and recording; executing accounting procedures and processes associated with controlling financial accounts, investments and fixed assets administration; and guiding personnel on specific applications and /or clarifying instruction and requirements.

**MANAGER (LOSS CONTROL)
(FIN150002)**

VAC No: FIN09/18

Basic Salary

R470 176.75 – R610 307.93 pa (T16)

Qualifications/ Requirements

- Bachelor of Commerce Degree Banking and Insurance or equivalent – NQF Level 7
- Computer Literacy – Ms Office Applications with advanced Ms Excel.
- Knowledge of GRAP standards
- Registration of IMFO and SAP ERP knowledge will be an added advantage
- A valid Code B Driving Licence
- 3 - 5 management experience in loss control management

Key Performance Requirements

- Responsible for overall management of the loss control department, including planning, coOrdination and monitoring of loss control activities.
- Manage the key performance areas and result indicators associated with loss controls functionality by implementing policies and procedures.
- Interpret developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives.
- Manage staff within the loss control department
- Manage insurance cover for all council assets and ensure council assets and ensure council is adequately covered.
- Manage the processing of insurance claims including third party claims.
- Do monthly reporting to relevant stakeholders, manage and monitor the departmental budget, safeguard municipal assets under the control of the department.

**MANAGER (ASSETS)
(FIN 150003)**

VAC No: FIN10/18

Basic Salary

R470 176.75 – R610 307.93 pa (T16)

Qualifications/ Requirements

- B com Degree Accounting- NQF 7 or equivalent.
- 3-5 years' management experience in Asset Management.
- Computer Literacy with Advance MS Excel.
- Knowledge of GRAP standards.
- Registration of IMFO and SAP ERP knowledge will be an added advantage.
- A valid Code B Driving Licence

Key Performance Requirements

Monitor a GRAP complaint asset registers. Implement asset management procedures and practices for assets acquisitions, transfers and disposals. Monitor the preparation of monthly reconciliation between general ledger and assets registers. Ensure that the physical verification for both movable and immovable assets is performed annually. Assits in preparation of Annual Financial Statements. Prepare the depreciation estimates for submission to budgets section. Monitor the preparation and submission of National and Provincial treasury returns. Management and supervision staff.

**MANAGER: CUSTOMER CARE
(FIN100019)**

VAC No: FIN11/18

Basic Salary

R417 592.06 – R542 068.98 pa (T15)

Qualifications/ Requirements

- Bachelor of Commerce, Finance Degree or equivalent – NQF Level 7
- Computer Literacy with MS Office
- Knowledge of SAP will be an added advantage
- A valid Code B Driving Licence
- 4 Years relevant supervisory experience

Key Performance Requirements

- Manage the key performance and result indicators associated with Customer Care of the Income department through the implementation of laid down policies and procedures dictating financial reporting requirements
- Maintain an efficient Billing System
- Provide input into longer term objective setting and revenue collection planning sequence.

- Direct and execute accounting procedures and processes associated with managing debtor accounts.

ACCOUNTANT (FIN120054)

VAC No: FIN112/18

Basic Salary

R285 732.84 – R370 894.29 pa (T12)

Qualifications/ Requirements

- Relevant tertiary qualification (degree/diploma)
- Degree/National Diploma in Accounting or equivalent will be an advantage
- Computer Literacy (MS Office applications) and a working knowledge of SAP ERP will also be an advantage
- 3 years' relevant experience
- Valid Driver's license will be an added advantage

Key Performance Requirements

- Co-ordinate plans and oversees projects that are funded from external sources
- Monitor motor vehicle allowances, investments and financial status projects through Generally recognized Accounting Procedures/ Generally Acceptable Municipal Accounting Procedures associated with the verification and reporting in the Budget Section
- Develop and access financial statements, budget performance
- Review financial information and procedures which are aligned with the budget layout of the IDP and Council Policies
- Report to National Treasury as enshrined in the Division of Revenue Act and Municipal Finance Act on a monthly, quarterly and yearly.

SUPERVISOR (BUDGET & TREASURY OFFICE) (FIN 100061)

VAC No: FIN13/18

Basic Salary

R161 729.14 – R209 92.30 pa (T8)

Qualifications/ Requirements

- Grade 12 NQF Level 3 with Accounting
- Computer Literacy –Office Applications.
- 6-12 Months experience

Key Performance Requirements

- Performs specific clerical procedures associated with specific Counter enquires in the Section
- Provide general administrative /clerical support to ensure transaction enquiries are accurately processed and laid down procedural instruction/guidelines are complied with.

INFRASTRUCTURE SERVICES

SENIOR MANAGER (ELECTRICITY) (ISF700001)

VAC No: ISF02/18

Basic Salary

R935 318.38 – R1 028 392.14 pa (T21)

Qualifications/ Requirements

- Post Graduate qualification in Electrical Engineering (Heavy current) or equivalent-NQF Level 7
- Registration with the Engineering Council of South Africa in the electrical engineering profession or legible to register within 6 months
- 6-7 years' electrical engineering (heavy current) and project management experience

Key Performance Requirements

- Plan, lead and direct the key performance areas and result indicators associated with the Electricity Section through the management of quality and conformity of electricity design
- Installation, modification and repair phases of projects in respect of control technology and application, directing network and primary schemes planning, monitoring the provision of a professional electrical construction and maintenance and project engineering service, and verifying customer services complementing the broader objective of ensuring a cost effective integrated electrical architectural solutions.

CHIEF ENGINEER (OPERATIONS MAINTENANCE) (ISF700004)

VAC No: ISF03/18

Basic Salary

R568 399.18 – R737 832.42 pa (T17)

Qualifications/ Requirements

- Electrical Engineering Degree
- Electrical Engineers Certificate of Competency (Government Competency Certificate)
- Professionally registered with ECSA as a professional Engineer/ Technologist
- 3-5 years' experience at Senior Management
- A valid code B Drivers Licence

Key Performance Requirements

Plans, Lead and direct the electricity Construction & Maintenance functionality through implementation of Construction & Maintenance Projects associated with the design, development and alignments of policies ,procedures ,systems and controls guiding critical interventions and outcomes and providing strategic advice on the mission of critical initiatives with respect to development aimed at supporting the accomplishment of the Municipality's key performance areas and service Delivery objectives

MANAGER (DESIGN & PROJECT IMPLEMENTATION) (ISF250006)

VAC No: ISF04/18

Basic Salary

R568 399.18 – R737 832.42 pa (T17)

Qualifications/ Requirements

- Post Graduate qualification in Engineering or equivalent –NQF Level 7
- Registration with the Engineering Council of South Africa
- 5-7 years' civil engineering and project management experience.

Key Performance Requirements

- Manage the implementation, monitoring, design, construction, evaluation and reporting sequences of outcomes associated with plans and programmes defining the construction and maintenance of civil structures (roads, drainage, buildings) systems (quality control) and facilities
- Control interventions and actions and executing corrective measures to address deviations in order to ensure functions and activities are aligned and coordinated towards the accomplishment of key service delivery objectives

CHIEF TECHNICIAN(SOUTH) (ISF250062)

VAC No: ISF05/18

Basic Salary

R321 697.89– R417 592.06 pa (T13)

Qualifications/ Requirements

- National Diploma –Civil Engineering
- Registered professional technician
- Computer Literacy – Office Applications
- Code B Driver Licence
- 5 years' relevant experience.

Key Performance Requirements

- Plan and coordinate formulation of framework plans, policies and maintenance plans for roads and drainage, construction contracts, private township developments, roads construction, etc.
- Execution and application of procedures, regulations and standards in order to ensure plans and related policies identified in the integrated Development Plan are afforded priority.
- Assist in preparation of maintenance programs and budgets formulation for Roads and Drainage Section 8.

INSTALLATON INSPECTOR (ISF70067)

VAC No: ISF06/18

Basic Salary

R205 019.70 – R266 122.42 pa (T10)

Qualifications/ Requirements

- Trade Tested Artisan –Electrical –NQF Level4
- 2-3 years' experience
- A valid code B Drivers Licence

Key Performance Requirements

- Co-ordinate the set-up, work in progress and completion of specialized tasks activities associated with the service installation, maintenance and repairs to electricity meters
- Guide personnel and, attend to routine/ general administrative recording requirements in the Sub-Section

**LINE ERECTOR
(ISF700285/86)****VAC No: ISF07/18****Basic Salary****R143 651.97 – R187 450.38 pa (T7)****Qualifications/ Requirements**

- An appropriate level of Secondary Education-NQF Level2
- Code EC Drivers Licence
- 6-12 months' experience

Key Performance Requirements

- Perform specific tasks/ activities in the Overhead Lines Repairs and Maintenance Section, associated with the erection of electrical line support poles
- Installation of overhead lines, and repairing and maintaining existing overhead lines, in accordance to the requirements of the Section.

**SENIOR TECHNOLOGIST
(ISF0700004)****VAC No: ISF08/18****Basic Salary****R 362 205-470 176.75 pa (T14)****Qualifications/ Requirements**

- Engineering Degree in Civil Engineering /B Tech Civil
- Code B Drivers Licence
- 3-4 Years project management experience in the civil engineering

Key Performance Requirements

Co-ordinates and provides professional engineering support and direction for the Project Management Unit with regards to the identification, prioritization and implementation of projects, monitoring and control of key deliverable and outcomes and communication and reporting of the status, constraints and critical requirements necessary to ensure projects achieve their intended purpose of adding value in respect of service delivery to the communities.

**CHIEF ENGINEER (REVENUE MANAGEMENT)
(ISF0700003)****VAC No: ISF09/18****Basic Salary****R 568 399.18-R737 832.42 pa (T17)****Qualifications/ Requirements**

- Degree in Electrical Engineering
- Code B Drivers Licence
- ECSA Registration as a professional Engineer/ Technologist will be an added advantage

Key Performance Requirements

Manages the key performance areas and result indicators associated with the Electricity Revenue Management Section by implementing policies and procedures, investigating trends and current techniques and reporting on the appropriateness and benefits prior to introduction ,optimizing performance of the investments through the development of sound relationship with internal and external clients, interpretation of developmental requirements against the capacity and capacity and capability of the department to accomplish immediate ,short and longer term service delivery objectives.

**SUSTAINABLE DEVELOPMENT AND CITY
ENTERPRISES****SENIOR MANAGER (DEVELOPMENT SERVICES)
(SDE160003)****VAC No: SDE11/18****Basic Salary****R703 646.69 – R913 398.63 pa (T19)****Qualifications/ Requirements**

- Relevant Bachelor Degree Economics and Management Sciences – NQF Level 6
- Registration with the relevant Council or Professional Body
- 7 years' experience at management level of which at least 2 years must be at Senior Management Level

Key Performance Requirements

- Plan and coordinate key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of economic / business development strategies and initiatives (business licencing, business and economic development) implementing policies and procedures.

- Investigate trends and current techniques and reporting on the appropriateness and benefits prior to introduction, optimising performance of the economic and business development sections through the development of sound relationships with internal and external clients, interpretation of development requirements against the capacity and capability of the Business unit to accomplish immediate, short and longer term service delivery objectives.

**SENIOR ENVIRONMENTAL HEALTH PRACTITIONER
(SDE500011)****VAC No: SDE13/18****Basic Salary****R285 732.84 – R370 894.29 pa (T12)****Qualifications/ Requirements**

- National Diploma in Environment Health – NQF Level 6
- Registration as an EHP with the Health Professions Council of SA Community Services (essential)
- A valid Code B Driving license
- 3 years' relevant work experience

Key Performance Requirements

Implement procedures and sequences associated with Environmental Health, through investigation, inspection,

- monitoring, evaluation, reporting and enforcing compliance and disseminate information and / advice on practices that negatively impact on the environment.
- Take 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 area.

**SENIOR TECHNICAL TOWN PLANNER
(SDE160047)****VAC No: SDE14/18****Basic Salary****R285 732.84 – R370 894.29 pa (T12)****Qualifications/ Requirements**

- National Diploma or B. Tech in Town Planning
- Must be eligible to register as a Technical or a Professional Planner with the SA Council for Planners
- 3 Years' experience in Land Use Management / Spatial Planning, Land Acquisition, layout and urban Design will be an added advantage.
- Must possess knowledge and experience in the use of Town Planning tools such as Autocad, GIS and any other relevant programmes.
- A valid Code B Driving Licence
- 3 - 4 years' relevant work 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 and Planning Policy formulation in support of Land use Management System to guide and direct future growth in the Municipality's geographical area, including the execution and application of 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
(SDE170003)****VAC No: SDE15/18****Basic Salary****R242 025.84 – R314 164.16 pa (T11)****Qualifications/ Requirements**

- Relevant Tertiary Qualification, B. Degree or National Higher Diploma – NQF Level 6
- Law Enforcement Certificate will be an advantage
- 4 Years relevant work experience
- No Criminal Record
- Computer Literacy with Office Applications
- A valid Code EB Driving Licence
- Ability to perform manual operations and duties on foot and after working hours/ or weekends

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 and for follow-up enforcement ensuring compliance with all relevant by laws, National Building Regulations / Standards Act / Criminal Procedure Act and reporting 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.

- Execute and apply procedures regulations and standards in order to ensure priorities identified for the Building Control Law Enforcement functionality
- Appointment subjected to criminal verification checks
- Successful candidate will undergo Law Enforcement training, and must attend court and execute warrant of arrests

Date circulated 29 March 2018

TOWN PLANNING INSPECTOR (SDE160055)

VAC No: SDE16/18

Basic Salary

R242 025.84 – R314 164.16 pa (T11)

Qualifications/ Requirements

- Diploma in town and regional or equivalent qualification
- Peace Officer Certificate
- Drivers Licence
- 3-4 years' experience in Town planning

Key Performance Requirements

Processes and monitors sequences associated with monitoring compliance with /land use encompassed in National Building Regulations, KwaZulu-Natal Planning and Development Act (Act No.6 of 2008) and Town Planning Schemes, and roads layout with regards to the submission of plans for approval and construction of building, preparing and investigational and qualitative reports, processing /approving specific transactional works documentation and issuing compliance notices to align practices

SURVEY TECHNICIAN (SDE170061)

VAC No: SDE17/18

Basic Salary

R242 025.84 – R314 164.16 pa (T11)

Qualifications/ Requirements

- National Diploma in Engineering Survey.
- Code B Drivers licence
- 3 years after Diploma for Higher Level Nil for lower Level

Key Performance Requirements

Applies technical Engineering Survey Design procedures and applications to facilitate the provision of information and guidance, formulation and development and/or draughting of plans, proposals and design

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.* 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.