



# Msunduzi Municipality



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)**

## COMMUNITY SERVICES

**TRAFFIC WARDEN X 36**  
(CSE140-144/148/-152/155/161/163/165/17/174/175-180)  
REF/ VAC No: CSE15/18

### Basic Salary

R100 645.35 – R130 647.77 pa (T5)

### Qualifications/ Requirements

- Grade 12
- Computer Literacy
- Emergency Services related Qualification will be added advantage
- No criminal record
- Applicants must not be older than 30 years
- Motorbike licence will be an added advantage

### Key Performance Requirements

- Perform activities/ tasks associated with Traffic Control.
- Maintain roads and public safety and the provision of support during traffic emergency situations
- Adhering to instructions and guidelines prior to executing specific applications/procedures in situations.

**SENIOR DISASTER MANAGEMENT OFFICER**  
(CSE350203)

REF/ VAC No: CSE16/18

### Basic Salary

R362 205.89– R470 176.75 pa (T14)

### Qualifications/ Requirements

- A relevant tertiary qualification or equivalent- Disaster Management Qualification
- Computer Literacy – Office Applications
- Knowledge of related/ relevant legislation.
- Good working knowledge of legislation pertaining to Disaster Management
- A valid Code EC Driving Licence
- 5-6 years' relevant work experience

### Key Performance Requirements

- Facilitate the key performance e areas associated with the Disaster Management Functionality within the Msunduzi Municipality area through the design, development and alignment of policies, procedures, systems.
- Facilitate guiding critical interventions and processes with respect to risk reduction and elimination.
- Provide strategic advice, information and guidelines on critical initiatives related to legislative imperatives with a view to sustaining remedial interventions, contingency plans, emergency preparedness, rapid and effective response to disasters
- Support the Manager: Disaster Management: An integrated approach to the building of resilient individuals, households and communities, and post disaster recovery and rehabilitation within the context of the Integrated Development Plan and Disaster Management ACT NO.57 of 2002, the National Disaster Management Framework of 2005 and Regulation of Gatherings Act. (Act Of 1993) and the Safety at Sports and Recreation Act no.2 of 2010

**SECRETARY (SENIOR MANAGER PUBLIC SAFETY)**  
(CSE390005)

REF/ VAC No: CSE17/18

### Basic Salary

R143 651.97– R186 450.38 pa (T7)

### Qualifications/ Requirements

- Secretarial Diploma
- Computer Literacy –Office Application
- 3 years working experience

### Key Performance Requirements

- Provide secretarial support to the Senior Manager: Public Safety, Emergency Services & Enforcement
- Attend to specific office support / clerical activities associated with the preparation, copy typing, circulation, safe keeping and retrieval of documents/ correspondences
- Communicate with visitors; official sourcing and making available routine information pertaining to schedule activities of the sub-unit and / Municipality.

## INFRASTRUCTURE SERVICES

**ARTISAN SUPERVISOR**  
(ISF7250237)

REF/ VAC No: ISF10/18

### Basic Salary

R205 019.70 – R266 122.42 pa (T10)

### Qualifications/ Requirements

- Artisan Bricklayer- NQF level 4
- Code EC drivers License with PrDP
- 1-2 years experience

### Key Performance Requirements

- Perform tasks associated with supervising and controlling personnel
- Undertaking tasks associated with roads, road patching, masonry /concrete work (brickwork, kerb-laying of concrete foundations, slabs) etc.
- Identify, communicate and apply contingency measures in accordance with instruction to minimise specific problems /defects
- Guide personnel on routine operational activities and support specialist personnel with the execution of repair and maintenance sequences.

**PROJECT MANAGER X5**  
(ISF070009/10/11/12/13)

REF/ VAC No: ISF11/18

### Basic Salary

R362 205.89 – R470 176.75 pa (T14)

### Qualifications/ Requirements

- A degree/ diploma from a recognised institution in Civil Engineering/ Quantity Survey or Construction Management- NQF level 6/7
- Registered as a Professional with Engineering/ Quantity Surveying or Project and Construction Management Council
- Computer Literacy
- 4 years in the Build Environment Field and Project Management
- Understanding of Project Management
- A valid code EB Driver's License

### Key Performance Requirements

- Coordinate the key performance areas and outcomes of the Project Management Unit through participation in the alignment of broader departmental and sector objectives to governments "Expanded Public Works Programme" EPWP initiative.
- Provide appropriate guidance in terms of project and programme management of the Municipal Infrastructure Grand (MIG) funded intervention and, monitoring.
- Evaluate and communicate deliverables, constraints and actions necessary to ensure the vision of accelerating the social and economic status of poor communities through participation and involvement in their own development is realised.

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](http://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/ or 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: Monday, 9 July 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.

Date circulated 25 June 2018