



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 02/2023



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).

CORPORATE SERVICES

EMPLOYEE RELATIONS PRACTITIONER X2 (HRC060056/058)

Ref No: CORP14/23

Duration of Employment

Permanent

Place of Work

HR Support: SD&CE/ ISF

Basic Salary

R358 065.87 – R464 785.84 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma in Human Resource or equivalent – NQF Level 6
- Computer Literacy – Office Applications
- Code B Driver's Licence
- 3 years' relevant experience in Employee Relations

Key Performance Requirements

- Coordinates and controls the applications of specific procedures associates with maintaining a sound industrial/ employee relations climate by attending to and guiding employee relations processes.
- Report to specific Committees on the status of the function, capacitating Management Representatives on the application and interpretation of policies and agreements.
- Attend to administrative requirements with respect to the preparation, circulation and maintenance of reports, notification and correspondence.
- Provide supervision to clerical staff.

SAFETY OFFICER (HRC060096)

Ref No: CORP15/23

Duration of Employment

Permanent

Place of Work

Occupational Health and Safety

Basic Salary

R318 155.10 – R412 985.53 p.a. (T11)

Minimum Qualifications/ Requirements

- National Diploma/ Degree in Safety Management (NQF Level 6/7)
- Computer literacy – Office Applications
- Valid Code B Drivers' License.
- Minimum 3 years' relevant experience in Safety.

Key Performance Requirements

- Coordinates and controls the compliance of the Occupational Health and Safety Act and its regulations, National Building regulations and SANS and International standards, through the application of laid down procedures with respect to the execution of operational plans and priorities.
- Evaluate personnel resource capabilities and efficiencies and implementation of corrective measures / interventions in order to ensure optimum functionality levels are maintained support.

ORGANISATIONAL DEVELOPMENT PRACTITIONER (HRC060116)

Ref No: CORP16/23

Duration of Employment

Permanent

Place of Work

Organisational Development

Basic Salary

R 318 155.84 – R 412 985.53 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Degree in Organisational Development/ Management Services/ Industrial and Organisational Psychology – NQF Level 6/7
- Computer Literacy – Office Applications
- Code B Driver's Licence
- 3 years' relevant experience

Key Performance Requirements

- Coordinate and process the Organizational Development function at Msunduzi Local

Page 1 of 11

Vacancy Circular No. 02/2023

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 Organizational Development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.

COMMITTEE OFFICER X2 (HRC010049/50)

Ref No: CORP17/23

Duration of Employment

Permanent

Place of Work

Secretariat

Basic Salary

R246 920.12 – R333 491.03 p.a. (T10)

Qualifications/ Requirements

- Matric/Grade 12 Plus NQF Level 5 Certificate in Public Administration/ Public Management or Equivalent.
- Computer literacy – Office Applications
- Minimum 2 years' relevant secretariat administrative experience.

Key Performance Requirements

- Coordinate and perform tasks/ activities associated with co-ordinating the logistical requirements for Council and Committee Meetings.
- Provide secretarial support services through the application of laid down meeting procedures, accessing and making available information, and performing related administrative sequences.

BUDGET AND TREASURY OFFICE

FINANCIAL MANAGER (FIN120049)

Ref No: FIN15//23

Duration of Employment

Permanent

Place of Work

Budget Planning and Implementation

Basic Salary

R618 072.32 – R802 282.24 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma in Accounting or equivalent – NQF Level 6
- Computer literacy – Office Applications
- Minimum 6 years' Relevant 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; and guiding personnel on specific applications and/ or clarifying instructions and requirements.

MANAGER (ASSETS) (FIN150003)

Ref No: FIN16/23

Duration of Employment

Permanent

Place of Work

Assets

Basic Salary

R618 072.32 – R802 282.24 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Finance/ Economics/ Business Administration/ Accounting/ B Com Accounting –NQF Level 6/7
- Completed SAICA Articles will be an added advantage.
- Computer literacy – Office Applications
- Valid Code B Driver's License.
- Minimum 6 years' Asset management experience

Key Performance Requirements

- Manage the key performance areas and result indicators associated with Assets Control functionality by implementing policies and procedures, investigating trends and current techniques and reporting on the appropriateness and benefits prior to introduction, monitoring asset procedures and policy are implemented.
- Conduct spot checks and verifying the Assets database is utilized as per the approved policy and procedures, interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives.

CHIEF PROPERTY ADMINISTRATOR (FIN150100)

Ref No: FIN17/23

Duration of Employment

Permanent

Place of Work

Real Estate & Valuations

Basic Salary

R476 138.97 – R618 072 (14)**Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma in Property Administration or Equivalent NQF Level 6
- Registered as a Professional Valuer with South African Council for Property Professional Associated Valuer.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Plan, coordinate and control tasks and activities associated with the processing and updating of information associated with the Property Administration Section.
- Generate transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific departments for attention and resolution.

ACCOUNTANT (TRADE)
(FIN120010)

Ref No: FIN18/23

Duration of Employment**Permanent****Place of Work****Expenditure Management - Creditors****Basic Salary****R375 611.10 – R487 560.34 p.a. (T12)****Minimum Qualifications/ Requirements**

- Diploma / Degree in Accounting or equivalent – NQF Level 6/7
- Computer literacy – Office Applications
- Valid Code B Driver's License.
- Minimum 3 years' experience in creditors or auditing of which 2 years must be at supervisory level.

Key Performance Requirements

- Co-ordinate and control the application of accounting procedures within the Branch by attending to the verification, reporting, processing and reconciliation of creditors accounts, reconciling general ledger votes, assisting with the preparation of financial statements.
- Control the effective implementation record keeping and data management procedures to facilitate recovery / retrieval of accounting information.

ACCOUNTANT (EXPENDITURE)
(FIN120012)

Ref No: FIN19/23

Duration of Employment**Permanent****Place of Work****Public Safety – Operations****Basic Salary****R375 611.10 – R487 560.34 p.a. (T12)****Minimum Qualifications/ Requirements**

- Diploma / Degree in Accounting or equivalent – NQF Level 6/7
- Computer literacy – Office Applications
- Valid Code B Driver's License.
- Minimum 3 years' experience in Payroll or creditors or auditing of which 2 years must be at supervisory level.

Key Performance Requirements

- Co-ordinate and implement the processing and payments of salaries and wages, through the implementation of laid down remuneration policies and procedures dictating employee remuneration, payroll production.
- Execute authorised benefits and allowances associated with Councils Conditions of Service.

ACCOUNTANT (HOUSING)
(FIN100120)

Ref No: FIN20/23

Duration of Employment**Permanent****Place of Work****Utility Services****Basic Salary****R375 611.10 – R487 560.34 p.a. (T12)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma in Accounting or Equivalent (NQF Level 6)
- Computer literacy- Office Application.
- Valid B Drivers' licence will be an added advantage.
- Minimum 3 years' relevant experience

Key Performance Requirements

- Co-ordinate and control the application of financial entries for Housing Operating and Capital Budgets for the Section by attending to the verification, reporting, processing and reconciliation of accounts.
- Guide and develop personnel on the processing sequences and controlling the effective implementation, record-keeping and data management procedures to facilitate recovery/ retrieval of financial information.

STORES CONTROLLER (RECEIVING)
(FIN150173)

Ref No: FIN21/23

Duration of Employment**Permanent****Place of Work****Logistics**

Basic Salary**R 318 155.84 – R 412 985.53 p.a. (T11)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Degree in Logistics/ B com with SCM – NQF Level 6/7
- Computer Literacy – Office Applications
- Code B Driver's Licence
- 3 years' relevant experience

Key Performance Requirements

- Coordinate and process the Organizational Development function 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 Organizational Development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.

**ADMINISTRATOR (HOUSING RENTAL)
(FIN100144)****Ref No: FIN22/23****Duration of Employment****Permanent****Place of Work****Utility Services****Basic Salary****R 239 350.91 – R 310 715.87 p.a. (T09)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent NQF Level 4 Plus NQF Level 5 Certificate in Accounting or Finance or Equivalent.
- Knowledge of SAP
- Minimum 2 years' relevant experience

Key Performance Requirements

- Process the application of financial entries for rental housing schemes for the Housing Administration Financial Section by attending to the capturing, processing and recording of information, and the effective implementation, record-keeping and data processing procedures to facilitate recovery/ retrieval of information.

**ADMINISTRATOR (DATA CAPTURE AND
VALIDATIONS)
(FIN100123)****Ref No: FIN23/23****Duration of Employment****Permanent****Place of Work****Utility Services****Basic Salary****R 239 350.91 – R 310 715.87 p.a. (T09)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent NQF Level 4 Plus NQF Level 5 Certificate in Accounting or Equivalent.
- Computer Literacy – Office Applications
- Minimum 2 years' relevant experience

Key Performance Requirements

- Control, implement and maintain procedures and systems associated with data processing and validation. Controlling document and correspondence flow, storage, retrieval and disposal, validation and supervision of data capturers and validations clerks.

**SUSTAINABLE DEVELOPMENT AND CITY
ENTERPRISES****ENVIRONMENTAL SCIENTIST
(SDE160096)****Ref No: SDE11/23****Duration of Employment****Permanent****Place of Work****Environmental Management****Basic Salary****R476 138.97 – R618 072 (14)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Degree in Environmental Management / Nature Conservation management or Equivalent NQF Level 6/7.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Design and develop environmental management and sustainability training materials, Design and Implement relevant environmental training courses and programs.
- Develop an interactive web based environmental information system; Design and facilitate the development of environmental information booklets and brochures.

COMMUNITY SERVICES**MANAGER: DISASTER MANAGEMENT
(CSE350202)****Ref No: CSE38/23****Duration of Employment****Permanent****Place of Work****Disaster Management****Basic Salary****R 747 191.02 – R 969 919.93 p.a. (T17)**

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma in Disaster Management or Equivalent NQF Level 6.
- Knowledge of Basic Conditions of Service.
- Good Knowledge of Legislation pertaining Disaster Management.
- Competent in Project and Incident Management.
- Code B Driver's Licence
- Minimum 6 Years' Experience in Disaster Management.

Key Performance Requirements

- Manage and oversee the key performance areas and enablers associated with the Disaster Management functionality within the Msunduzi Municipal area through the design, development and alignment of policies, procedures, systems and controls 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 and supporting an integrated approach to the building of resilient individuals, households and communities, and post disaster recovery and rehabilitation within the context of the Integrated Developmental Plan and Disaster Management Act No. 57 of 2002 and other related legislations.

DIVISIONAL COMMANDER (CSE350005)

Ref No: CSE39/23

Duration of Employment

Permanent

Place of Work

Operations

Basic Salary

R476 138.97 – R618 072 (14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- Advances from Station Commander and Has a National Diploma in Fire Technology or Equivalent
- Computer Literacy – Office Applications.
- Valid EC Drivers' license.
- Minimum 4 years at supervisory Level (Platoon/ Station Commander

Key Performance Requirements

- Manage the procedural applications, interventions and activities of the operational Shift/Watch functionality through the planning and co-ordination of priorities and resources,

reporting on outcomes and/ or proposing opportunities for improving service levels.

- Formulate approaches and plans to address the provision of firefighting, emergency rescue and humanitarian aid services and implementing corrective measures to improve the status of the function or address deviations in order to ensure the Watch/Shift is positioned to react efficiently to fire / rescue threats or occurrences within the municipal area.

SENIOR OFFICER (EMERGENCY CONTROL CENTRE) (CSE350204)

Ref No: CSE40/23

Duration of Employment

Permanent

Place of Work

Emergency Control Centre

Basic Salary

R476 138.97 – R618 072 (14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma in Fire Technology/ Disaster Management/ Traffic Management/ Municipal or Metropolitan Police/ Security Management or Equivalent NQF Level 6.
- Knowledge of fluent isiZulu and English will be an added advantage.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 4 years at supervisory and operational levels within the emergency services.

Key Performance Requirements

- Manage the procedural applications, interventions and activities of the Communications functionality through the planning and co-ordination of priorities and resources.
- Report on outcomes and/ or proposing opportunities for improving service levels, formulating approaches and plans to address the provision of emergency and disaster communications services.
- Implement corrective measures to improve the status of the function or address deviations in order to ensure the Unit is positioned to react efficiently to all emergency or disaster occurrences within the municipal area.

FOREMAN (MECHANICAL) (CSE350031)

Ref No: CSE41/23

Duration of Employment

Permanent

Place of Work

Public Safety – Operations

Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

Minimum Qualifications/ Requirements

- Trade Tested Certificate in Mechanical
- Valid C Drivers' licence
- Minimum 5 years' relevant experience

Key Performance Requirements

- Coordinate and control the operations of the Fire & Rescue Service's Fleet Repairs and Servicing Section.
- Monitor and implement procedures, establishing resource requirements, planning and scheduling work programs and evaluating outcomes, monitoring and attending to deviations in productivity and performance.
- Attend to specific administrative and information reporting requirements and processes.

INFRASTRUCTURE SERVICES

SENIOR MANAGER (PROJECT MANAGEMENT) (ISF070001)

Ref No: ISF31/23

Duration of Employment

Permanent

Place of Work

Project Management Unit

Basic Salary

R1 145 072.52 – R1 259 037.15 p.a. (T20)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- B. Tech / B. Sc Degree in Civil Engineering or equivalent – NQF Level 7.
- Registered as a Professional Engineer (Pr. Eng)/ Pr Technologist with the Engineering Council of SA or any other Relevant Registration body.
- Project Management Certificate.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 7 years' relevant experience at a management level of which at least 2 years must be at a middle management level.

Key Performance Requirements

- Manage the key performance areas and outcomes of the Project Management Unit through participation in the alignment of broader, departmental and sector objectives to government's Expanded Public Works Programme' (EPWP) initiative, providing appropriate guidance in terms of project and programme management of the Municipal

Infrastructure Grant (MIG) funded intervention.

- Monitor, evaluate and communicate deliverables, constraints and actions necessary to ensure the of accelerating the social and economic status of poor communities through participation and involvement in their own development is realised.

MANAGER (TRANSPORTATION PLANNING) (ISF250004)

Ref No: ISF32/23

Duration of Employment

Permanent

Place of Work

Transportation Planning

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 Specialising in Transportation - NQF Level 7.
- Registered as a Professional Engineer (Pr. Eng)/ Pr Technologist with the Engineering Council of SA.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 7 years' relevant Post Registration experience which at least 2 years must be at a management level.

Key Performance Requirements

- Manage the planning, implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Traffic & Transportation Operations through the co-ordination of operations associated with the identification and solving of transportation problems through prompt and efficient execution of planning sequences and applications.
- Ensure Comprehensive Integrated Transport plan and other relevant Sector Plans and Policies are updated and reviewed timeously.
- Understanding of planning and coordination of integrated Public transport systems and operations.
- Sound Knowledge of the National Land Transport Act.

**MANAGER (DESIGN & PROJECT
IMPLEMENTATION)
(ISF250006)**

Ref No: ISF33/23

Duration of Employment

Permanent

Place of Work

Design and Project 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 Specialising in Transportation - NQF Level 7.
- Registered as a Professional Engineer (Pr. Eng)/ Pr Technologist with the Engineering Council of SA.
- Project Management Certificate.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 7 years' relevant Post Registration 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.

**WATER SERVICES AUTHORITY MANAGER
(ISF260619)**

Ref No: ISF34/23

Duration of Employment

Permanent

Place of Work

Water Services Authority

Basic Salary

R618 072.32– R802 282.24 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Civil Engineering – NQF Level 6/7.
- Registered as a Professional Engineer or Pr. Technologist with the Engineering Council of SA.
- Computer Literacy – Office Applications.
- Valid B Drivers' licence.
- Minimum 6 years' post registration experience

Key Performance Requirements

- Manage and direct the key performance areas and result indicators associated with the planning designing and monitoring of Water & Sanitation projects.
- Co-ordinate specific services through analysis, investigation and interpretation of needs, interaction and communication with functional and community based role-players.
- Formulate contracts and project plans, and approving and monitoring the execution and application of procedures, regulations and standards in order to ensure priorities of the Municipality's Integrated Development Plan complies with requirements in terms of the appointment as a Water Services Authority (WSA) Manager for the region.

**SENIOR ENGINEER
(ISF250015)**

**Post is re-advertised applicants who applied
need to re-apply.**

Ref No: ISF35/23

Duration of Employment

Permanent

Place of Work

Public Transport

Basic Salary

R 548 946.97 – R 712 578.51 (T15)

Minimum Qualifications/ Requirements

- National Diploma / B Sc – Degree in Civil Engineering specialising in Public Transport or Degree in Transport Economics (NQF Level 6/ 7).
- Understanding of the Integrated Public Transport Systems and its operations.
- Experience in dealing with various Public Transport in terms of Section 55 of the National Land Transportation Act, 05 of 2009.
- Professional registration with the Engineering Council of South Africa will be an added advantage.
- Computer Literacy – Office Applications
- Minimum code B Driver's Licence
- 4 years' relevant experience.

Key Performance Requirements

- Manage the key performance areas and results associated with the Public Transport Engineering and operations functionality through the development of transport.
- Identification and resolution of transport problems and assessing the impact of land use changes on transport planning 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.

Added functions not graded which are as follows:

- Directs and controls the professional technical and operational outcomes related to the provision of Public Transport Planning.

FINANCIAL CONTROLLER (ISF070005)

Ref No: ISF36/23

Duration of Employment

Permanent

Place of Work

Project Management Office

Basic Salary

R476 138.97 – R618 072.32 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Accounting/ Financial Management – NQF Level 6/7.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Co-ordinate and control the Departments finance/ administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information with regards to Finance activities in respect of MIG/CNL/OGF/EPWP projects.

PROJECT MANAGER X3 (ISF070011/13/14)

Ref No: ISF37/23

Duration of Employment

Permanent

Place of Work

Project Management Unit

Basic Salary

R476 138.97 – R618 072 (14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Degree in Civil Engineering/ Quantity Surveying/ Built Environment or Equivalent - NQF Level 6/7.
- Registration as a Professional Engineer (Pr. Eng)/ Pr Technologist with the Engineering Council of SA or Relevant Registration will be an added advantage.
- Project Management.

- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 5 years' relevant experience.

Key Performance Requirements

- Co-ordinate the key Performance area and outcomes of the Project Management Unit through participation in the alignment of broader departmental and sector objectives to governments Expanded Public Work Programme' (EPWP) initiative.
- Provide appropriate guidance in terms of project and programme management of the Municipal Infrastructures Grant (MIG) funded intervention.
- Monitoring, evaluating and communicating deliverables, constraints and acting necessary to ensure the vision of accelerating the social and economic status of poor communities through the participation and involvement in their own development is realized.

SENIOR TECHNOLOGIST (ISF260602)

Ref No: ISF38/23

Duration of Employment

Permanent

Place of Work

Water and Sanitation

Basic Salary

R476 138.97 – R618 072 (14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Degree in Civil Engineering/ Quantity Surveying/ Built Environment or Equivalent - NQF Level 6/7.
- Registration as a Professional Pr Technologist will be an added advantage.
- Project Management.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 5 years' relevant experience.

Key Performance Requirements

- Co-ordinate and control the operational and maintenance functions of the Water Conversation & Infiltration Control through the application of laid down procedures with respect to the monitoring, checking and correcting depot performance.
- Monitor the use of sophisticated equipment, ensuring that the water provision system is maintained, controlling the activities of personnel and providing guidance on applications in order to ensure optimum functionality levels are maintained and, downtime and disruptions to services minimized through the introduction and

execution of appropriate corrective measures.

SENIOR TECHNOLOGIST (ISF260027)

Ref No: ISF39/23

Duration of Employment

Permanent

Place of Work

Water and Sanitation

Basic Salary

R476 138.97 – R618 072 (14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Degree in Civil Engineering/ Quantity Surveying/ Built Environment or Equivalent - NQF Level 6/7.
- Registration as a Professional Professional Technologist will be an added advantage.
- Project Management.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 5 years' relevant experience.

Key Performance Requirements

- Co-ordinate and control the operational and maintenance functions of the Water Conversation & Infiltration Control through the application of laid down procedures with respect to the monitoring, checking and correcting depot performance.
- Monitor the use of sophisticated equipment, ensuring that the water provision system is maintained, controlling the activities of personnel and providing guidance on applications in order to ensure optimum functionality levels are maintained and, downtime and disruptions to services minimized through the introduction and execution of appropriate corrective measures.

FOREMAN (PLANNED MAINTANANCE) (ISF260040)

Ref No: ISF40/23

Duration of Employment

Permanent

Place of Work

Planned Maintenance

Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

Qualifications/ Requirements

- Trade Tested Certificate in Artisan Fitter & Turner/Plumbing/ Bricklaying
- Valid B Drivers' licence.
- Minimum 5 years' relevant experience

Key Performance Requirements

- Coordinate workflow processes associated with and controls the operations of the Sanitation Operations Maintenance Section.
- Monitor through the implementation of procedures, applications, systems and controls, Ops maintenance of pumps, manholes, high pressure cleaning, sewer connections, attending to blockages, clearing of septic tanks and general sanitation maintenance programs, establishing resource requirements.
- Plan and schedule programs including construction/ maintenance (pipe-work and manholes) and evaluating outcomes, monitoring and attending to deviations in productivity and Performance.
- Attend to specific administrative and information reporting requirements and processes.

ELECTRICITY SUPPLY SERVICES

CHIEF ENGINEER (METHODS AND STANDARDS) (ISF700005)

Ref No: ESS06/23

Duration of Employment

Permanent

Place of Work

Methods and Standards

Basic Salary

R 747 191.02 – R 969 919.93 p.a. (T17)

Minimum Qualifications/ Requirements

- Matric NQF Level 4 or Equivalent.
- B Tech/ Degree in Electrical Engineering (Heavy Current) or Equivalent NQF Level 6/7.
- MFMA Certificate will be required to be obtained within 18 months after appointment.
- Must be registered as a Professional Engineer with the Engineering Council of South Africa.
- Computer Literacy – Office Applications
- Code B Driver's Licence
- Minimum 7 Years' Experience in Electricity Transmission and Distribution Environment.

Key Performance Requirements

- Manage the key performance areas and result indicators associated with the Electricity Section. The effective design, selection and utilization of electrical equipment (such as cable, switchgear, transformers, etc.) and some high voltage equipment (such as conductors, insulators, etc.) used on Msunduzi Electricity's electrical systems from 230 volts to 132 000 volts. To provide high level technical advice and assistance to the entire Electricity Unity.

**FOREMAN
(CREDIT, BULK, PREPAID METERS)
(ISF700057)**

Ref No: ESS07/23

Duration of Employment

Permanent

Place of Work

Metering and Tariffs

Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

Minimum Qualifications/ Requirements

- Trade Tested Certificate in Electrical
- Switching authorisation (MV & LV)
- Computer literacy- Office Application.
- Valid B Drivers' licence.
- Minimum 5 years' relevant experience

Key Performance Requirements

- Coordinate and control the tasks and activities associated with the Credit, Bulk and Prepaid Meters Maintenance in the Section.
- Monitor and implement procedures, establishing resource requirements, planning and scheduling work programs and evaluating outcomes, monitoring.
- Attend to deviations in productivity and Performance and attending to specific administrative and information reporting requirements and processes.

**SAFETY OFFICER
(ISF700704)**

Ref No: ESS08/23

Duration of Employment

Permanent

Place of Work

Occupational Health and Safety

Basic Salary

R318 155.10 – R412 985.53 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric NQF Level 4 or Equivalent.
- National Diploma/ Degree in Safety Management (NQF Level 6/7)
- Computer literacy – Office Applications
- Valid Code B Drivers' License.
- Minimum 3 years' relevant experience

Key Performance Requirements

- Conducts onsite inspections relating to electrical machinery safety and assists the Manager Safety with investigations into machinery related matters to ensure implementation and compliance with regards to all aspects of the Occupational Health & Safety Act and Operations issues relating to safe working practices, the inspections and investigations apply to all persons (internal staff, staff from other units/departments, contractors and consultants) performing work on the Electricity Section's assets, from low

Voltage and up to and including 132 KV

**CONTROL OFFICER X2
(ISF700433/434)**

Ref No: ESS09/23

Duration of Employment

Permanent

Place of Work

Substations

Basic Salary

R 269 509.21 – R349 832.10 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Test Certificate in Electrical
- Switching Authorisation (HV & MV)
- Computer literacy – Office Applications
- Valid B Drivers' licence.
- Minimum 2 years' relevant experience

Key Performance Requirements

- Apply key technical procedures and applications associated with providing support to the Senior Control Officer/ Chief Engineer, with the MV & HV Control functions.
- Monitor the implementation and execution of electrical distribution networks and, disseminating technical information, in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.

A written application must be submitted on the Msunduzi Application for Employment form (Annexure B) - to be obtained from the 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

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.

Closing Date: **20 July 2023** 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.

Circulated Date: 04 July 2023

**THE ADVERTISING OF THESE POSTS IS
AUTHORISED BY THE CITY MANAGER:**