



# MSUNDUZI MUNICIPALITY

## INTERNAL/ EXTERNAL ADVERTISEMENT

### VACANCY CIRCULAR NO 02/2025



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.

**MUNICIPAL MANAGER: MSUNDUZI MUNICIPALITY**  
**MUM030001**

Ref: CMO02/25

#### REMUNERATION PACKAGE

R 1 778 292, 00.

#### PERIOD OF EMPLOYMENT

Fixed Term Contract to coincide with term of office of the existing Municipal Council which ends on the 26 November 2026 and not exceeding a one-year period after the election of the council of the Municipality.

#### PLACE OF WORK

City Hall-Pietermaritzburg

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- A recognised B. Degree in Public Administration/ Political Science/ Law NQF Level 07 or equivalent qualification.
- A recognized Postgraduate degree at NQF Level 8 will be a strong recommendation
- Registration with the recognized Professional Body
- Certificate in Municipal Finance Management (SAQA qualification ID No 48965) or to be obtained within 18 months of appointment
- Proven record in Institutional transformation and turnaround of a large/medium Corporate/Public sector organization
- Advanced knowledge and understanding of relevant policies and legislation; institutional governance, performance management systems, council operations and Delegation of powers as well as the King 111 code along
- A high level of computer literacy and excellent presentation skills
- Project Management skills
- Proven Client orientation and customer focus skills
- Competence in working with all stakeholders to achieve municipal goals
- Minimum 10 years' experience at a Senior Management level of which 5 years must be as a Section 54 A or 56 Manager (preferably as Municipal Manager "s 54 A")
- Valid drivers' License (Minimum Code B)
- Must meet the minimum competency levels for senior managers.

#### LEADING COMPETENCIES

- Strategic Direction and Leadership.
- People Management & Empowerment.
- Programme & Project Management.
- Financial Management.
- Change and leadership.
- Governance leadership

#### CORE COMPETENCES

- Moral Competence.
- Planning and Organising.
- Analysis and Innovation.
- Knowledge and Information Management.
- Communication.
- Results and Quality Focus.

#### Key Responsibility Areas

- Municipal Transformation and Organisational Development
- Basic Service Delivery
- Local Economic Development
- Municipal Financial Vitality & Management
- Good Governance and Public Participation

- Customer Management
- Ethical, Integrity and Professionalism
- Impact and Influence
- Governance and Risk Management
- Institutional Administration and leadership

#### Key Performance Areas

- Responsible for directing a variety of administrative processes that allow the City to operate
- Implement and oversee policies crafted by the City Council responsible for documenting and presenting the budget
- Interfacing with political executives and the community to develop new programs
- Make recommendation regarding the budget
- Work together with the Mayor and Heads of each Department in direction of City operations and external relations
- Responsible for the establishment and maintenance of a Strategic Management system for the City

*Any successful candidate will be granted a period of 18 months to attain the required competencies subject to the employee meeting the relevant qualification and experience of the post advertised as per Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007 and the MFMA Exemption Notice of March 2014*

#### NOTE

- Qualification and SA citizenship checks will be conducted on all
- Shortlisted candidates. Probity checks will be done where necessary. Successful candidates will be subjected to additional checks and competency assessments.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- The successful candidate will be required to sign an employment contract, a performance agreement and a disclosure of financial interest before commencement of duty.

#### PROSPECTIVE APPLICANTS SHALL BE SUBJECTED TO COMPETENCE ASSESSMENTS AND SECURITY VETTING.

Written application must be submitted on the Prescribed Annexure C of Government Gazette no 37245 dated 17 January 2014. The form needs to be filled in completely and signed on the last page (in the event that the application is not completed properly, the application will be disqualified). The form can also be obtained from the Msunduzi Municipality website [www.msunduzi.gov.za](http://www.msunduzi.gov.za)

#### The following attachments are required:

- The Application form
- Covering Letter
- Detailed CV with two referees with current contact information
- Certified copies of qualifications / certificates, ID and Driver's licence (certified within 3 months or less of the closing date)
- Applicants are requested to furnish telephone number/s at which they may be contacted.

The application needs to be addressed to The Mayor: Cllr. M. Thebolla and be posted in the box provided on the Ground Floor next to Security in Professor Nyembezi Centre Pietermaritzburg or posted to Private Bag X321, Pietermaritzburg, 3200. Enquiries Mr PW Khumalo (033-3922615)

Closing dates: 25 February 2025 at 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 or any other form that is not Annexure C as indicated above WILL NOT be considered

All interviews will be done in English.

The Directorate: Human Resources will not accept responsibility for information not mentioned in applications.

The Directorate Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.

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**

The Msunduzi Municipality is an Affirmative Action/ Employment Equity Employer. Msunduzi Municipality is guided by the principle of Employment Equity. People with disabilities are encouraged to apply.

Please note that the Qualification that is not accredited by SAQA (South African Qualification Authority) will not be considered.

The advertising of this post is authorised by His Excellence, The Mayor:

**HONOURABLE CLLR. M. THEBOLLA**