



# MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 01/2023



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).

**NB: All qualifications must be accredited by South African Qualifications Authority (SAQA)**

## CITY MANAGER'S OFFICE

**SENIOR CO-ORDINATOR (INTER  
GOVERNMENTAL RELATIONS)  
(MUM030153)**

Ref No: CMO01/23

### Duration of Employment

Permanent

### Place of Work

Communications and IGR

### Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

### Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Public Management / Public Relations – NQF Level 6/7
- Computer literacy – Office Applications
- Valid Code B Driver's License.  
Minimum 3 years' experience  
Communication, Intergovernmental Relations  
and Stakeholder Management.

### Key Performance Requirements

- Perform Administrative and Analytical tasks/activities to assist in Coordinating and Developing the Msunduzi Municipality's legislative programs and provide support of other inter-governmental functions and programs.
- Coordinate the implementation of strategies to strengthen the Municipality's position on Legislative issues and achieving Legislative goals, conducts research, gather and analyse

information, prepares detailed reports or presentations

**ARCHIVIST/ MEDIA MONITOR  
(MUM030163)**

Ref No: CMO02/23

### Duration of Employment

Permanent

### Place of Work

Communications and IGR

### Basic Salary

R239 350.91 – R310 715.87 p.a. (T09)

### Minimum Qualifications/ Requirements

- Matric/Grade 12 Plus NQF Level 5 Certificate Accredited by SAQA in Public Relations Management, Media Studies, Marketing or Communications.
- Computer literacy – Office Applications
- Valid Code B Drivers' License.
- Minimum 2 years' experience Media Monitoring and analysis.

### Key Performance Requirements

- Perform the task associated with of Media Monitoring, scanning newspapers, television, radios, by performing procedures required to meet customer needs, interacting and providing users with information from various media.

**SECRETARY  
(MUM030005)**

Ref No: CMO11/23

### Duration of Employment

Permanent

### Place of Work

City Manager's Office

### Basic Salary

R188 838.19 – R245 098.99 p.a. (T07)

### Minimum Qualifications/ Requirements

- Matric/Grade 12 Plus NQF Level 5 Relevant Certificate accredited by SAQA.
- Computer literacy – Office Applications
- Minimum 2 years' relevant Experience.

### **Key Performance Requirements**

- Coordinate activities and requirements associated with the City Manager's office through the application of administrative and secretarial procedures associated with communication, planning, prioritization and organization of critical, confidential and important appointments and meeting.
- Provide administration and correspondence support for the City Manager's Office and attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence and communicating with relevant visitors.

## **CORPORATE SERVICES**

### **MANAGER (BUSINESS OPTIMISATION) (HRC080005)**

**Ref No: CORP02/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**ICT- Business Optimisation**

#### **Basic Salary**

**R548 946.97 – R712 578.51 pa (T15)**

#### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Computer Science/ Information Technology (NQF level 6/7).
- Valid Code B Drivers' License.
- Minimum 4 years' relevant ICT Management experience on Business and Application Systems.

#### **Key Performance Requirements**

- Manage and review existing activities in order to evaluate and identify best practice and suggest recommendation for improvement, gain and in depth knowledge of the Municipal Corporate landscape in order to craft an Optimization Strategy designed to drive timeous and proactive information.
- Manage the key performance areas and result indicators associated with the provision of a quality and capable Information Technology technical structure for the Msunduzi Municipality through investigation, analysis and interpretation of developmental requirement.
- Map out continuous improvement strategies for consideration, coordinating sequences with respect to the implementation of procedures pertaining to the scoping, award and monitoring of contactor performance and, maintaining optimum system, desktop,

voice networking and data network and operating functionality.

### **SERVER ADMINISTRATOR (HRC080022)**

**Ref No: CORP04/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**ICT: Infrastructure**

#### **Basic Salary**

**R318 155.10 – R412 985.53 p.a. (T11)**

#### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Computer Science/ Information Technology (NQF level 6/7).
- Microsoft Windows Server Certifications Compulsory with Exams.
- Valid Code B Drivers' License.
- Minimum 2 years' relevant experience in windows Server administration and support.

#### **Key Performance Requirements**

- Coordinate and control tasks and activities associated with the processing and updating of information associated with the Systems 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.

### **DESKTOP SUPPORT TECHNICIAN (HRC080029)**

**Ref No: CORP05/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**ICT: Infrastructure**

#### **Basic Salary**

**R 269 509.21 – R349 832.10 p.a. (T10)**

#### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 Plus NQF Level 5 Certificate in Information Technology or equivalent.
- A+ & N+ Certificate will be an added advantage.
- Valid Code B Driver's License.
- Minimum 2 years' experience as a Desktop Support Technician

#### **Key Performance Requirements**

- Co-ordinate tasks/ activities associated with the provision of Desktop End User support and to provide a single point of contact for end users to receive support and

maintenance within the organization's desktop computing environment includes installing, diagnosing, repairing, maintaining, and upgrading all PC hardware and equipment to ensure optimal workstation performance.

- Post will also troubleshoot problem areas (by telephone, or via e-mail) in a timely and accurate fashion, and provide end-user assistance where required. Analyses, diagnoses and resolves software/ hardware related problems ensuring optimum and uninterrupted functionality of operating systems and applications within the Department.

**ADMINISTRATION OFFICER  
(HRC010021)**

Ref No: CORP06/23

**Duration of Employment**

Permanent

**Place of Work**

Legal Services

**Basic Salary**

R 269 509.21 – R349 832.10 p.a. (T10)

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 Plus relevant NQF Level 5 Certificate
- Computer literacy – Office Applications
- Minimum 2 years' relevant experience.

**Key Performance Requirements**

- Co-ordinate and control the Departments 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 from/ to the regions with regards to Finance/Legal activities of the Legal Division.
- Attend to specific clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of Legal documents/ correspondence and, communicating with Legal Advisor, sourcing and making available routine information pertaining to scheduled activities of the Section.

**DATA BASE SUPPORT OFFICER  
(HRC080021)**

Ref No: CORP07/23

**Duration of Employment**

Permanent

**Place of Work**

ICT- Business Optimization

**Basic Salary**

R239 350.91 – R310 715.87 p.a. (T09)

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 Plus NQF Level 5 Certificate Accredited by SAQA in Information Technology or equivalent.
- Microsoft SQL Certificate will be an added advantage.
- Valid Code B Driver's License.
- Minimum 2 years' experience in the ICT Support Environment.

**Key Performance Requirements**

- Coordinate and perform functions pertaining to the establishment and maintenance of a comprehensive Database Information Management System associated with the preparation, capturing, storing and maintaining of data.
- Present information using database procedures, applications and tools to ensure that the Database Information System provides comprehensive and complete information supporting analysis, queries and decision making processes.

**SERVICE DESK ADMINISTRATOR  
(HRC080025)**

Ref No: CORP08/23

**Duration of Employment**

Permanent

**Place of Work**

ICT- Infrastructure

**Basic Salary**

R239 350.91 – R310 715.87 p.a. (T09)

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 Plus NQF Level 5 Certificate in Information Technology or equivalent.
- Valid Code B Driver's License.
- Minimum 2 years' experience in the ICT Support Environment.

**Key Performance Requirements**

- Coordinate and control tasks and activities associated with the processing and updating of information associated with the Systems 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.

**PRINCIPAL CLERK  
(HRC060039)**

Ref No: CORP09/23

**Duration of Employment**

Permanent

**Place of Work**

**HRM- Personnel**

**Basic Salary**

**R180 017.34 – R233 650.13 p.a. (T07)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 (NQF level 4)
- Computer literacy – Office Applications
- Minimum 12 months' experience in Human Resources Management Environment.

**Key Performance Requirements**

- Provide clerical support to the Benefits Administrator
- Attend to specific clerical activities associated with the pension administration, correspondence and medical aid schemes and all relevant benefit administration functions
- Communicate with visitors and officials
- Source and make available routine information pertaining to scheduled activities of the Benefits section.

**SENIOR CLERK  
(HRC010072)**

**Ref No: CORP10/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Archives, Registry and Information**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 (NQF level 4)
- Computer literacy – Office Applications
- Minimum 6 months' experience in registry environment.

**Key Performance Requirements**

- Perform tasks associated with controlling the registering, recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing the applications associated with the registry functionality.

**SENIOR CLERK  
(HRC060020)**

**Ref No: CORP11/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**HRM- Personnel**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 (NQF level 4)
- Computer literacy – Office Applications

- Minimum 6 months' experience in Human Resources Management Environment.

**Key Performance Requirements**

- Provide clerical support to the Administrator and attends to specific clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence and, communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Personnel Section.

**SENIOR CLERK  
(HRC060021)**

**Ref No: CORP12/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**HRM- Personnel**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 (NQF level 4)
- Computer literacy – Office Applications
- Minimum 6 months' relevant experience in registry.

**Key Performance Requirements**

- Perform task associated with controlling the registry, recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing applications associated with the registry and records functionality.

**SENIOR CLERK  
(HRC060067)**

**Ref No: CORP13/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**HRM- HR Support FIN/CMO/CS**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Grade 12/ Matric or Equivalent (NQF level 4)
- Computer literacy – Office Applications
- Minimum 6 months' experience in Human Resources Management Environment.

**Key Performance Requirements**

- Provide clerical support to the HR Officer and attends to specific office support/ clerical activities associated with the preparation,

copy typing, circulation, safekeeping and retrieval of documents/ correspondence.

- Communicate with visitors, officials sourcing and making available routine information pertaining to scheduled activities.

## BUDGET AND TREASURY OFFICE

### ACCOUNTANT (REPORTS AND RECONCILIATIONS) (FIN100157)

Ref No: FIN01/23

#### Place of Work

Compliance Data Analysis & Reporting

#### Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Degree in Accounting or Equivalent (NQF Level 6/7)
- 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 accounting procedures within the Billings Coordination Section by attending to the verification, reporting, processing and reconciliation of account receivable transactions to support analysis.
- identify and recover overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the revenue collection, adjustments and correspondences.

### TECHNICIAN (CALL CENTRE) X2 (FIN100024/025)

Ref No: FIN02/23

#### Duration of Employment

Permanent

#### Place of Work

Revenue Management – Customer Care

#### Basic Salary

R318 155.10 – R412 985.53 p.a. (T11)

#### Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Electrical Engineering - (NQF level 6/7)
- Computer literacy – Office Applications
- Minimum 3 years' relevant experience

#### Key Performance Requirements

- Co – ordinate and control the new connection and Service Alteration Planning operations, through the application of laid down procedures with respect to the execution of operational plans and priorities.
- Produce preliminary designs for allocated released projects, liaising with internal Customer Services and external customers.
- Interpret customer's technical requirements for network supply solutions and implementation of corrective measures / interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of customer service delivery objectives.

### PRINCIPAL CLERK (REFUNDS & RECONCILIATIONS) (FIN100010)

Ref No: FIN03/23

#### Duration of Employment

Permanent

#### Place of Work

Revenue Management

#### Basic Salary

R188 838.19 – R245 098.99 p.a. (T07)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting (NQF level 4)
- Computer literacy – Office Applications
- Minimum 12 months' relevant experience

#### Key Performance Requirements

- Co – ordinate and verify the application of accounting procedures associated with Income Rates and resolutions.
- Generating transactional / documentation, by attending to the reporting, processing and reconciliation of account receivable transactions to support analysis, identification and collection accounts.

### PRINCIPAL CLERK (AUXILLIARY REVENUE) X2 (FIN100013/014)

Ref No: FIN04/23

#### Duration of Employment

Permanent

#### Place of Work

Auxiliary Revenue

#### Basic Salary

R188 838.19 – R245 098.99 p.a. (T07)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 with Accounting (NQF level 4)
- Computer literacy – Office Applications
- Minimum 12 months' relevant experience

### **Key Performance Requirements**

- Co – ordinate and verify the application of accounting procedures associated with Income Rates and resolutions.
- Generating transactional / documentation, by attending to the reporting, processing and reconciliation of account receivable transactions to support analysis, identification and collection accounts.

### **SECRETARY (FIN120043)**

Ref No: FIN05/23

### **Duration of Employment**

**Permanent**

### **Place of Work**

**Expenditure Management**

### **Basic Salary**

**R188 838.19 – R245 098.99 p.a. (T07)**

### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 Plus NQF Level 5 Relevant Certificate accredited by SAQA.
- Computer literacy – Office Applications
- Minimum 2 years' relevant experience.

### **Key Performance Requirements**

- Provide secretarial support to the Senior Manager Expenditure and attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence.
- Communicate with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Business Unit.

### **RECORDS CONTROLLER (FIN150147)**

Ref No: FIN06/23

### **Duration of Employment**

**Permanent**

### **Place of Work**

**Supply Chain Management**

### **Basic Salary**

**R188 838.19 – R245 098.99 p.a. (T07)**

### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- Computer literacy – Office Applications
- Minimum 12 months' experience in paperless filing system.

### **Key Performance Requirements**

Perform tasks in the Procurement Section associated with controlling the records, registers, circulation and retrieval of documents and

correspondence in accordance with laid down procedures directing applications associated with the records functionality.

### **SENIOR CLERK (FIN100054)**

Ref No: FIN07/23

### **Duration of Employment**

**Permanent**

### **Place of Work**

**Revenue Management: Customer Care**

### **Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 with Accounting (NQF level 4)
- Computer literacy – Office Applications
- Minimum 6 months' relevant experience

### **Key Performance Requirements**

- Perform tasks and activities associated with marketing the prepayment electrical meters, through the sale of electricity, processing payments to vendors, investigating and recovering payments due to Council by vendors, and performing general administrative duties.

### **SENIOR CLERK (FIN100202)**

Ref No: FIN08/23

### **Duration of Employment**

**Permanent**

### **Place of Work**

**Revenue Management: Debtors Management**

### **Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 with Accounting (NQF level 4)
- Computer literacy – Office Applications
- Minimum 6 months' relevant experience

### **Key Performance Requirements**

- Perform administrative tasks associated with the processing and updating of information, generating transactional/ instructional-based documentation and reports associated with Sundry Debtors Section.

### **SENIOR CLERK (FIN120039)**

Ref No: FIN09/23

### **Duration of Employment**

**Permanent**

### **Place of Work**

**Budget and Treasury - Expenditure**

### **Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 with Accounting (NQF level 4)
- Computer literacy – Office Applications
- Minimum 6 months' experience in Creditors, Accounting or Auditing.

**Key Performance Requirements**

- Perform tasks and activities associated with the updating of information associated with Finance activities,
- Generating transactional / instructional forms, receiving and transferring complaints / enquiries and providing general office support in specific financial functions.

**SENIOR CLERK X3  
(FIN120089/091/092)**

**Ref No: FIN10/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Financial Performance**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 with Accounting (NQF level 4)
- Computer literacy – Office Applications
- Minimum 6 months' relevant experience

**Key Performance Requirements**

- Perform specific administration and accounting procedures involving payments/revenue collection on accounts, resolving queries, retrieval of relevant documentation and overseeing enquiries related to overdue accounts.
- execute debt recovery sequences.
- Attend to enquiries and provide general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

**SENIOR CLERK  
(FIN150013)**

**Ref No: FIN11/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Asset and Liability Management**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 with Accounting

(NQF level 4)

- Computer literacy – Office Applications
- Valid Code B Driver's License
- Minimum 6 months' relevant experience

**Key Performance Requirements**

- Perform tasks/ activities associated with the transportation of general stock items and assets.
- Attend to the delivery and collection of correspondence, through the application of laid down procedures.
- Attend to the recording/ processing and/ or updating of information in accordance to the requirements of the Municipality.

**DATA CAPTURER  
(FIN150031)**

**Ref No: FIN13/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Fleet Administration**

**Basic Salary**

**R 132 965.13 – R 171 743.52 p.a. (T05)**

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent – NQF Level 3.
- Registration with Security Officers Board
- Valid B Drivers' licence.
- Minimum 3 Months' relevant experience

**Key Performance Requirements**

- Perform clerical activities/ tasks associated with capturing of relevant data relating to the Fleet Administration Section, scanning of documents.
- Maintain records in accordance to Departmental procedures and requirements.

**FORKLIFT OPERATOR  
(FIN150204)**

**Ref No: FIN14/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Logistics**

**Basic Salary**

**R 12 936.49 – R 156 191.44 p.a. (T04)**

**Minimum Qualifications/ Requirements**

- An appropriate level of Primary education - NQF level 1.
- Minimum 1 Month relevant experience

**Key Performance Requirements**

- Performs labouring activities associated with stores control sequences and assisting with

the general receipting and issuing of stores as instructed by the Stores Controller.

## **SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES**

### **MANAGER (IMPLEMENTATION) (SDE310003)**

Ref No: SDE01/23

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Human Settlement- 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 Project Management or equivalent – NQF Level 7
- Computer literacy – Office Applications
- Valid Code B Driver's License.
- Minimum 7 years' Relevant experience

#### **Key Performance Requirements**

- Manage the key performance areas and result indicators associated with the Infrastructure needs and housing backlogs, through the implementation of laid down policies and procedures guiding housing development for a range of income levels.
- Coordinate processes associated with sustainable human settlement, and analysing land and service requirements to meet short and long term delivery objectives, implementing and exercising financial controls and funding requirements.
- Execute and apply procedures, regulations and standards in order to ensure strategic plans identified in the Integrated Development Plan are afforded priority.

### **SENIOR TECHNICAL TOWN PLANNER (SDE160073)**

Ref No: SDE02/23

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Development Management**

#### **Basic Salary**

**R375 611.10 – R487 560.34 p.a. (T12)**

#### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Town Planning – NQF Level 6/7.
- Registration with the South African Council for Planners as a Professional or Technical Planner.

- Computer literacy – Office Applications
- Valid Code B Driver's 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 and Planning Policy Formulation in support of a 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.

### **TOWN PLANNING INSPECTOR (SDE160056)**

Ref No: SDE03/23

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Development Management**

#### **Basic Salary**

**R 318 155.84 – R 412 985.53 pa (T11)**

#### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ degree in Town Planning – NQF Level 6/7 or Equivalent.
- Peace Officer Certificate will be an added advantage
- Computer literacy – Office Applications
- Valid Code B Driver's License.  
Minimum 1 years' Town Planning experience

#### **Key Performance Requirements**

- Process and monitor sequences associated with monitoring compliance with buildings/ 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.
- Prepare and present investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices.

### **BUILDING INSPECTOR X2 (SDE170023/025)**

Ref No: SDE04/23

#### **Duration of Employment**



**Permanent**

**Place of Work**

**Building Control**

**Basic Salary**

**R 269 509.21 – R349 832.10 p.a. (T10)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 - plus relevant certificate in Civil/ Construction Industry accredited by SAQA or equivalent in Architecture/ Built Environment - NQF Level 5.
- Computer literacy – Office Applications
- Peace Officer’s Certificate.
- No Criminal Record
- Code B Driver’s License.
- Minimum 2 years’ relevant Built Environment experience.

**Key Performance Requirements**

- Process and monitor sequences associated with monitoring compliance with buildings/ construction standards, procedures, regulations and specifications encompassed in National Building Regulations and Town Planning Schemes, Fire Prevention Practice, and roads layout with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practice.

**LICENSING INSPECTOR  
(SDE160018)**

**Ref No: SDE05/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Licensing**

**Basic Salary**

**R239 350.91 – R310 715.87 p.a. (T09)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 Plus NQF Level 5 Certificate in Law Enforcement or equivalent.
- Certified as a Peace Officer
- Computer literacy – Office Applications
- Valid Code B. Driver’s License
- Minimum 2 years’ relevant experience

**Key Performance Requirements**

- Perform tasks and activities associated with the control and regulation of formal and informal business licensing and registration in terms of the Business Licensing Act No. 71 of 1997, through procedural applications designed to accomplish key service delivery objectives in accordance to the requirements

of the Section and Business Regulations, Street Trading By Law, Adverting & Bill Posting By- Laws.

**SENIOR CLERK  
(SDE310069)**

**Ref No: SDE06/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Housing Administration**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 (NQF level 4)
- Computer literacy – Office Applications
- Minimum 6 months’ relevant experience

**Key Performance Requirements**

- Perform tasks/activities associated with clerical/administrative procedures and functions relating to the processing of applications, tenancies, and other Human Settlement duties.
- Responsible for the dispatching of Deeds of Grants in the housing administration section in accordance to departmental requirements.

**EXIT CONTROLLER  
(SDE450034)**

**Ref No: SDE07/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Market Operations**

**Basic Salary**

**R 132 965.13 – R 171 743.52 p.a. (T05)**

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent – NQF Level 3 Plus Security Officers qualification / certification (Grade D).
- Registration with Security Officers Board
- Valid Code B Drivers’ licence will be an added advantage.
- Minimum 3 Months’ relevant experience

**Key Performance Requirements**

- Undertake tasks associated with checking and verifying, that all produce leaving the Municipal Market is done legally with the appropriate documentation.

**SECURITY GUARD  
(SDE450019)**

**Ref No: SDE08/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Market Operations**

**Basic Salary**

**R 132 965.13 – R 171 743.52 p.a. (T05)**

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent – NQF Level 3 Plus Security Officers qualification / certification (Grade D).
- Registration with Security Officers Board
- Valid Code B Drivers' licence will be an added advantage.
- Minimum 3 Months' relevant experience

**Key Performance Requirements**

- Perform activities/ tasks associated with the control of guarding and protection service to the Municipal Market and property loss and theft to assets.
- Monitor crowd control at the market section.

**CASHIER  
(SDE450023)**

**Ref No: SDE09/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Market**

**Basic Salary**

**R132 965.13 – R171 743.52 p.a. (T05)**

**Minimum Qualifications/ Requirements**

- Grade 10 or Equivalent – NQF Level 2
- Computer literacy – Office Applications will be an added advantage
- 3 months' relevant experience of handling large amount of cash.

**Key Performance Requirements**

- Perform tasks / activities associated with the receiving and receipting payments for services / products from the public.
- Provide information and explanation on charges and penalties.
- Reconcile total collection against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.

**FIELD HYGIENE WORKER  
(SDE500049/059)**

**Ref No: SDE10/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Environmental Health**

**Basic Salary**

**R118 085.71 – R138 723.50 p.a. (T03)**

**Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No experience

**Key Performance Requirements**

- Provide an Environmental Health Field Service to the community pertaining to Vector Control and Waste Management, by application of guidelines and sequences associated with inspection monitoring, reporting and enforcing compliance by elimination and control of pests.

## **COMMUNITY SERVICES**

**AREA MANAGER  
(CSE110058)**

**Ref No: CSE02/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Area Based Management**

**Basic Salary**

**R548 946.97 – R712 578.51 pa (T15)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Public Administration / Project Management – NQF Level 6/7.
- Can Speak English and Zulu.
- Valid Code B Drivers' Licence
- Minimum 4 Years' management experience.

**Key Performance Requirements**

- Manage the key performance areas and outcomes of the areas under jurisdiction through participation in the alignment of broader departmental and sector objectives, providing appropriate guidance in terms of project and programme management of grant funded interventions.
- Monitoring, evaluating and communicating deliverables, constraints and actions necessary to ensure the vision of accelerating the social and economic status of the communities through participation and involvement in their own development is realised.

**SUPERINTENDENT  
(CSE400041)**

**Ref No: CSE03/23**

**Duration of Employment**

**Permanent**

**Place of Work**

## Public Safety - Traffic

### Basic Salary

R476 138.97 – R618 072.32 pa (T14)

### Minimum Qualifications/ Requirements

- Traffic Officer's Diploma / Certificate in Metropolitan Police, issued by an accredited RTMC Training Institution – NQF Level 6/7.
- Computer Literacy – Office Applications, NLTA Certificate will be an added advantage.
- Valid Code EB Drivers' Licence
- Minimum 4 Years' relevant experience.

### Key Performance Requirements

- Plan and coordinate the implementation, monitoring, evaluation and reporting sequences of outcomes associated with Traffic Safety plans and programs designed to accomplish key service delivery objectives with respect to traffic management through the co – ordination of operations associated with the enforcement of laws and By – Laws in order to ensure the risk of damage to property and or loss of lives is limited through prompt and efficient execution of sequences and applications.

## SUPERINTENDENT (SECURITY) (CSE410171)

Ref No: CSE04/23

### Duration of Employment

Permanent

### Place of Work

Public Safety - Security

### Basic Salary

R476 138.97 – R618 072.32 pa (T14)

### Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma in Security Management or equivalent to Security Regulatory NQF Level 6/7.
- Computer Literacy-Office Application.
- Valid B Driver's Licence,
- Firearm Competency Certificate (Handgun, Shotgun and Rifle)
- Minimum 4 years' relevant experience in Security Environment.

### Key Performance Requirements

- Coordinate the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives with respect to security programmes, and the
- Identify and solve Security issues and
- Provide an effective and efficient service to the municipality and communities.

## DISASTER MANAGEMENT OFFICER X3 (CSE 350207/8/9)

Ref No: CSE05/23

### Duration of Employment

Permanent

### Place of Work

Public Safety – Disaster Management

### Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

### Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma or Degree in Disaster Management or equivalent (NQF Level 6/7)
- Computer literacy - Office Applications
- Valid Code B driver's license
- 3 years' relevant experience

### Key Performance Requirements

- Coordinate and implement the application of procedures and sequences associated with investigation, inspection monitoring and evaluation, reporting and ensuring compliance.
- Disseminate information and/or advise on Emergency and Disaster Management practices and appropriate measures to curb and control risks in order to ensure the effective Disaster Management procedures for the Msunduzi Municipality within the context of the Integrated Development Plan, the Disaster Management Act No. 57 of 2002, Regulations of Gatherings Act No.205 of 1993 and Safety at Sports and Recreation Act No. 2 of 2010.

## SENIOR LIBRARIAN (CSE620007)

Ref No: CSE06/23

### Duration of Employment

Permanent

### Place of Work

Library Services

### Basic Salary

R375 611.10 – R487 560.34 p.a. (T12)

### Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree/ B -Tech in Library and Information Sciences or equivalent - NQF 6/7.
- Valid Code B Driver's License.
- Minimum 3 years' Relevant experience

### Key Performance Requirements

- Co-ordinate the operations of the Library Services and monitors the execution of

- procedural sequences/ requirements associated with aligning standards to meet customer objectives.
- Attend to the acquisition, organization of information and, interacting and providing users with information from various media.
- Create an environment conducive to learning through the arrangement of displays and signage of new library materials and attending to administrative reporting and record updating requirements.

**INSPECTOR (BYLAWS, WARDENS, SPECIAL PAT)**  
(CSE400047)

Ref No: CSE07/23

**Duration of Employment**

Permanent

**Place of Work**

Public Safety – Traffic

**Basic Salary**

R 318 155.84 – R 412 985.53 pa (T11)

**Minimum Qualifications/ Requirements**

- Traffic Officers Diploma/ Certificate in Metropolitan Police issued by accredited RTMC Training Institution – NQF Level 6/7
- Code EC Driver's Licence
- Computer Literacy – Office Applications
- Minimum 3 years' Relevant experience

**Key Performance Requirements**

- Co – ordinate the implementation, monitoring and reporting sequences of outcomes associated with the plans programs designed to accomplish key service delivery objectives with respect to Traffic Safety through the execution of operations and procedures associated with the enforcement of Laws and By – laws in order to ensure the risk of damage to property and / or loss of lives is limited through prompt action and attention, and enforcing the law, etc. in the Traffic Office.

**SENIOR ADMINISTRATION OFFICER**  
(CSE110020)

Ref No: CSE08/23

**Duration of Employment**

Permanent

**Place of Work**

Area Based Management

**Basic Salary**

R 318 155.84 – R 412 985.53 pa (T11)

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Public Management or Equivalent- NQF Level 6/7.

- Computer Literacy – Office Applications
- Minimum 3 years' Relevant experience

**Key Performance Requirements**

- Coordinate key administrative requirements through the implementation of policies, procedures, systems and controls guiding critical interventions, applications and outcomes.
- Provide advice and support with respect to specific functional areas (budget, general administration, word processing, archives and committee administration.
- Control operational dimensions and outcomes ensuring that the Sections administrative priorities are adequately addressed and attended to and, key functional areas are aligned towards sustaining and improving the efficiencies of Administration processes.

**ECC SHIFT SUPERVISOR X 2**  
(CSE350212/213)

Ref No: CSE 09/23

**Duration of Employment**

Permanent

**Place of Work**

Public Safety- Emergency Control Centre

**Basic Salary**

R 318 155.84 – R 412 985.53 pa (T11)

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Disaster Management or Equivalent (NQF level 6/7)
- Radio Communication Skills
- Computer Literacy- Office Applications.
- Valid B Drivers' licence.
- Minimum 3 years' relevant experience

**Key Performance Requirements**

- Coordinate and perform tasks/ activities associated with the Communications Centre through the supervision of emergency calls.
- Decide on type and number of emergency appliances to dispatch, handling of complaints and queries thus contributing to a rapid response service in maintaining a safe and efficient Public Safety and Disaster Management to the public within the Msunduzi Municipality.

**LIBRARIAN X2**  
(CSE620015/051)

Ref No: CSE10/23

**Duration of Employment**

Permanent

**Place of Work****Branch Services****Basic Salary****R 318 155.84 – R 412 985.53 pa (T11)****Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Library or Information Science or Equivalent NQF Level 6/7.
- Registration with LIASA will be an added advantage.
- Computer Literacy – Office Applications
- Minimum 1-year Relevant experience

**Key Performance Requirements**

- Support the provision of an adult reference library service by performing professional functions required to meet customer needs, interacting and providing users with information from various media, creating an environment conducive to learn through the arrangement of displays and signage of new library materials.

**WARD PROFILER  
(CSE110021)****Ref No: CSE11/23****Duration of Employment****Permanent****Place of Work****Area Based Management****Basic Salary****R 269 509.21 – R349 832.10 p.a. (T10)****Minimum Qualifications/ Requirements**

- Matric/Grade 12 - plus relevant certificate accredited by SAQA or equivalent - NQF Level 5.
- Computer Literacy – Office Applications.
- Code B Driver's License.
- Minimum 2 years' relevant administrative experience.

**Key Performance Requirements**

- Coordinate communication activities and requirements associated with the Ward Profiler, providing support to ward committees pertaining to specific applications associated with the provision of education and treatment initiatives for HIV/AIDS and infectious disease.
- Attend to the administration and promoting awareness programmes for the Municipality.

**WEIGHBRIDGE CONTROLLER  
(CSE220455)****Ref No: CSE12/23****Duration of Employment****Permanent****Place of Work****Waste Management- Landfill and Recycling****Basic Salary****R239 350.91 – R310 715.87 p.a. (T09)****Minimum Qualifications/ Requirements**

- Matric/grade 12 plus relevant certificate accredited by SAQA (NQF level 5)
- Code B driver's license
- 2 years' relevant experience

**Key Performance Requirements**

- Coordinate and control the application of processing payments procedures in terms of Weighbridge transactions within the Landfill Site by attending to the classification of waste, reporting, processing and reconciliation of account receivable transactions.
- Attend to specific administrative processes (capturing of data) associated with payments and correspondences.

**ECC CONTROLLER X2  
(CSE3500231/232)****Ref No: CSE13/23****Duration of Employment****Permanent****Place of Work****Public Safety- Emergency Control Centre****Basic Salary****R239 350.91 – R310 715.87 p.a. (T09)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 Plus Certificate in Emergency Services or Equivalent (NQF level 5)
- Computer Literacy- Office Applications.
- Minimum 2 years' relevant experience

**Key Performance Requirements**

- Attend to tasks associated with the operations of the Control Room, receiving, responding and/ or transferring messages and information to facilitate and co-ordinate specific action or intervention.
- Provide general office clerical support to enable accomplishment of specific service delivery related requirements and/ or instructions for the Fire, Emergency & Disaster Management Services.

**TRAFFIC OFFICER  
(CSE400090)**

Ref No: CSE14/23

**Duration of Employment**

Permanent

**Place of Work**

Public Safety – Traffic Operations

**Basic Salary**

R239 350.91 – R310 715.87 p.a. (T09)

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 Plus NQF Level 5 Certificate Accredited by SAQA in Traffic and Municipal Police Officers Qualification or Equivalent.
- Valid Code EC Driver's License.
- Minimum 2 years' relevant experience

**Key Performance Requirements**

- Perform activities/ tasks associated with the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency.
- Rescue personnel during major disasters in order to ensure any risk to public safety or contravention to traffic regulations and specific by-laws identified and corrective/compliance measures enforced on offenders, and is required to enforce the law, etc. in the Traffic Office.

**PARKS SUPERVISOR  
(CSE550438)**

Ref No: CSE15/23

**Duration of Employment**

Permanent

**Place of Work**

CBD and Ashburton

**Basic Salary**

R212 601.54 – R275 954.05 p.a. (T08)

**Minimum Qualifications/ Requirements**

- Matric / Grade 12 - NQF Level 4.
- A Good Working Knowledge of Horticulture.
- Code C1 Driver's License with PrDP.
- To obtain Certification in Basic First Aid upon appointment.
- Minimum 18 Months relevant experience.

**Key Performance Requirements**

- Coordinate the operations in the Horticulture Section, through the application of laid down procedures with respect to the execution of operational plans and priorities.
- Monitor personnel resource capabilities and efficiencies and implementation of corrective measures/ interventions in order to ensure

optimum functionality levels are maintained supporting the accomplishment of service delivery objectives.

**SENIOR LIBRARY ASSISTANT X2  
(CSE220060/088)**

Ref No: CSE16/23

**Duration of Employment**

Permanent

**Place of Work**

Library Services

**Basic Salary**

R188 838.19 – R245 098.99 p.a. (T07)

**Minimum Qualifications/ Requirements**

- Matric/ Grade 12 (NQF level 4)
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- Minimum 12 months' Library Services experience.

**Key Performance Requirements**

- Support the provision of Library Services by enabling efficient and effective access to newspapers and periodicals by the local and wider community served by the library.

**DRIVER/ SUPERVISOR  
(CSE220028)**

Ref No: CSE17/23

**Duration of Employment**

Permanent

**Place of Work**

Waste Container Services

**Basic Salary**

R188 838.19 – R245 098.99 p.a. (T07)

**Minimum Qualifications/ Requirements**

- Matric/ Grade 12 (NQF level 4)
- Valid Code EC Driver's License with PrDP.
- Plant Operating Certificate.
- Minimum 12 months' relevant experience

**Key Performance Requirements**

- Perform tasks/ activities associated with the collection and disposal of refuse including street sweepings in bags and other types of refuse including illegal dumping.
- Use heavy vehicles, compactors and Containers with container lifting trucks, transporting personnel/ materials
- Communicate and clarify requirements with respect to all refuse collection and or other collection as instructed to.
- Monitor and correct deviations in work related sequences in order to ensure service delivery standards are maintained and, productivity targets and deadlines achieved.

**SECRETARY  
(CSE350034)**

**Ref No: CSE18/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Fire**

**Basic Salary**

**R188 838.19 – R245 098.99 p.a. (T07)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 Plus NQF Level 5 Relevant Certificate accredited by SAQA.
- Computer literacy – Office Applications
- Minimum 2 years' in legal environment.

**Key Performance Requirements**

- Perform specific clerical tasks associated with the updating of information associated with Fire & Rescue activities.
- Provide secretarial support to the Chief Fire Officer and attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence.
- Communicate with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Unit.

**SECURITY OFFICERS X2  
(CSE410040/061)**

**Ref No: CSE19/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Public Safety – Security Unit**

**Basic Salary**

**R 188 838.19 – R 245 098.99 pa (T07)**

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent NQF Level 3 Plus Security Officers qualification / certification (Grade D).
- Registration with Security Officers Board
- Peace Officer Certificate.0.
- Valid Firearm Competency (Handguns, Shotgun & Rifles)
- Valid B Drivers' Licence
- Minimum 12 months' previous security / police / military experience

**Key Performance Requirements**

- Perform specific tasks and activities associated with security functions for the municipality.
- Monitor and control access to buildings and continuous patrolling and monitoring.

- Identify with non – conforming actions, crime and or security breaches, responding / acting appropriately, reporting on the status and proceeding with questioning and / detaining offenders.

**SENIOR CLERK X5  
(CSE110033/050/102/103/108)**

**Ref No: CSE20/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Area Based Management**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent – NQF Level 3.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

**Key Performance Requirements**

- Provide clerical support to the Area Manager.
- Attend to clerical recordkeeping, technical information maintenance and reporting applications in order to ensure accurate information is made available to enable assessment and improvement in the accomplishment of service delivery related objectives.

**SENIOR CLERK  
(DISASTER MANAGEMENT) X2  
(CSE 350205/206)**

**Ref No: CSE21/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Public Safety – Operations**

**Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T06)**

**Minimum Qualifications/ Requirements**

- Matric/grade 12 (NQF level 4)
- Computer Literacy – Office Application
- Code B driver's license (added advantage)
- 6 months' relevant experience

**Key Performance Requirements**

- Coordinate the application of procedures and sequences associated with investigation, inspection monitoring and evaluation, reporting and ensuring compliance.
- Disseminate information and/or advice on Emergency and Disaster Management practices and appropriate measures to curb and control risks in order to ensure

the effective Disaster Management procedures for the Msunduzi Municipality within the context of the Integrated Development Plan, the Disaster Management Act No. 57 of 2002.

**SENIOR CLERK  
(CSE410292)**

Ref No: CSE22/23

**Duration of Employment**

Permanent

**Place of Work**

Rapid Response

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T06)

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent – NQF Level 3.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

**Key Performance Requirements**

- Provide clerical support to the Area Manager.
- Attend to clerical recordkeeping, technical information maintenance and reporting applications in order to ensure accurate information is made available to enable assessment and improvement in the accomplishment of service delivery related objectives.

**SENIOR CLERK  
(CSE550062)**

Ref No: CSE23/23

**Duration of Employment**

Permanent

**Place of Work**

Sports and Recreation

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T06)

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent – NQF Level 3.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

**Key Performance Requirements**

- Perform tasks/ activities associated with the booking of Municipal facilities, halls, social centers and Churchill Theatre and controlling of all bookings diaries/ booking forms in the section through the application of laid down administrative procedures.

**LIBRARY ASSISTANT  
(CSE620063)**

Ref No: CSE24/23

**Duration of Employment**

Permanent

**Place of Work**

Library Administration

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T06)

**Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

**Key Performance Requirements**

- Provision of Library Services and performs procedural sequences/ requirements associated with aligning standards to meet customer objectives, attending to the acquisition, organization of information and, interacting and providing users with information from various media.

**SENIOR CLERK  
(CSE620123)**

Ref No: CSE25/23

**Duration of Employment**

Permanent

**Place of Work**

Library Administration

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T06)

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent – NQF Level 3.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

**Key Performance Requirements**

- Perform specific clerical tasks associated with the updating of information associated with Library Services activities.
- Generate transactional/ instructional forms, receiving and transferring complaints/ enquiries and providing general office support in specific functional areas.

**GENERAL ASSISTANT X4  
(CSE110035/37/43/48)**

Ref No: CSE26/23

**Duration of Employment**

Permanent

**Place of Work**

Area Based Management: Northern Area Office X2 & Eastern, Ashburton, Central Area Office X2

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

**Minimum Qualifications/ Requirements**



- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Undertake activities associated with maintaining cleanliness of designated areas.
- Provide support in respect of specific official requirements and attending to the arrangement and organisation of furniture and equipment in halls and offices.

### **GENERAL ASSISTANT (CSE110138)**

**Ref No: CSE27/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Area Based Management**

#### **Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T03)**

#### **Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Undertake activities associated with maintaining cleanliness of designated areas within the Area Based Management Section and prepares and serves beverages to personnel/ guests within the Section in accordance with laid down instructions.

### **GENERAL ASSISTANT (CSE110142)**

**Ref No: CSE28/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Area Based Management**

#### **Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T03)**

#### **Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Undertake activities associated with maintaining cleanliness of designated areas within the Area Based Management Section and prepares and serves beverages to

personnel/ guests within the Section in accordance with laid down instructions.

### **GENERAL ASSISTANT (CSE220092)**

**Ref No: CSE29/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Waste Street Sweeping**

#### **Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T03)**

#### **Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Undertake tasks and activities associated with maintaining the cleanliness of streets and open public spaces, by sweeping, collecting refuse from residential premises, gathering and loading litter and general waste in accordance with laid down instructions supporting acceptable standards of service delivery.

### **GENERAL ASSISTANT (CSE220109)**

**Ref No: CSE30/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Domestic Waste**

#### **Basic Salary**

**R156 191.44 – R202 747.90 p.a. (T03)**

#### **Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Undertake tasks and activities associated with maintaining the cleanliness of streets and open public spaces, by sweeping, collecting refuse from residential premises, gathering and loading litter and general waste in accordance with laid down instructions supporting acceptable standards of service delivery.

### **GENERAL ASSISTANT (CSE220367)**

**Ref No: CSE31/23**

#### **Duration of Employment**

**Permanent**

**Place of Work****Domestic Waste****Basic Salary****R156 191.44 – R202 747.90 p.a. (T03)****Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Undertake tasks and activities associated with maintaining cleanliness of the public toilets and collection of refuse from Illegal Dumping & Garden sites and residential premises, in accordance with laid down instructions and supporting acceptable standards of service delivery.
- Provide support by undertaking specific activities in order to ensure instructions are complied with and ensure that the facilities and vehicles and equipment are maintained in an acceptable condition.

**GENERAL ASSISTANT  
(CSE270054)****Ref No: CSE32/23****Duration of Employment****Permanent****Place of Work****Building****Basic Salary****R156 191.44 – R202 747.90 p.a. (T03)****Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Performs labouring activities associated with providing support during building repair and maintenance works, attending to the preparation of the work-site and/ or areas and undertaking specific repair/ renovation applications in accordance with laid down instructions.

**GENERAL ASSISTANT  
(CSE350233)****Ref No: CSE33/23****Duration of Employment****Permanent****Place of Work****Fire****Basic Salary****R156 191.44 – R202 747.90 p.a. (T03)****Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Perform labouring activities associated with stores control sequences and assisting with the general receipting and issuing of stores as instructed by the Stores Controller.

**GENERAL ASSISTANT X3  
(CSE550081/086/099)****Ref No: CSE34/23****Duration of Employment****Permanent****Place of Work****Municipal Gardens/Streams/Gutters****Basic Salary****R156 191.44 – R202 747.90 p.a. (T03)****Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Undertake activities associated with maintaining the cleanliness of public recreational facilities (Pools) using specific tools, chemicals and starting/ stopping the water filtration system in accordance with laid down instructions.

**GENERAL ASSISTANT X2  
(CSE550166/169)****Ref No: CSE35/23****Duration of Employment****Permanent****Place of Work****Municipal Gardens/Streams/Gutters****Basic Salary****R156 191.44 – R202 747.90 p.a. (T03)****Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Undertake tasks and activities associated with collection, of garden refuse, soil, plant & equipment from Council sites, in accordance with laid down instructions supporting acceptable standards of service delivery.

**GENERAL ASSISTANT X2  
(CSE550210/220)****Page 18 of 28****Vacancy Circular No. 01/2023**

Ref No: CSE36/23

**Duration of Employment**

Permanent

**Place of Work**

Municipal Gardens/Streams/Gutters

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

**Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Perform tasks/ activities supporting the Team Leader with undertaking tasks with the Council Building Grounds Maintenance cleaning, planting and weeding in accordance with instructions to minimize specific problems/ defects in the Council's Building Ground Cleaning Section.
- Attend to the preparation of the site and undertaking specific concrete works applications, including directing of traffic/pedestrians.

**GENERAL ASSISTANT X6**  
(CSE550161/295/511/605/628/633)

Ref No: CSE37/23

**Duration of Employment**

Permanent

**Place of Work**

Vulindlela/ Sports Facilities

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

**Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Undertake tasks and activities associated with collection, of garden refuse, soil, plant & equipment from Council sites, in accordance with laid down instructions supporting acceptable standards of service delivery.

**INFRASTRUCTURE SERVICES**

**SUPERINTENDENT**  
(ISF250076)

Ref No: ISF02/23

**Duration of Employment**

Permanent

**Place of Work**

Roads and Stormwater: GE and Vulindlela

**Basic Salary**

R 422 889.08 – R548 946.97 p.a. (T13)

**Minimum Qualifications/ Requirements**

- Trade Test Artisan Certificate in Road Construction work/ Bricklaying
- Computer Literacy – Office Applications.
- Valid B Drivers' licence.
- Minimum 5 years' Supervisory experience

**Key Performance Requirements**

- Coordinate and control the tasks and activities associated with the Roads and Stormwater Section, inclusive of monitoring and implementing procedures, establishing resource requirements (personnel, plant, transport material, etc.), prepares, planning, monitoring and scheduling roads and Stormwater construction.
- Maintain programmes and evaluate outcomes, administering capital and operating budgets (including expenditure payments), monitoring and attending to deviations in productivity and performance.
- Attend to specific administrative and information reporting requirements and processes.

**FOREMAN**  
(ISF240003)

Ref No: ISF03/23

**Duration of Employment**

Permanent

**Place of Work**

Mechanical Workshops

**Basic Salary**

R375 611.10 – R487 560.34 p.a. (T12)

**Minimum Qualifications/ Requirements**

- Trade Tested Certificate in Mechanical
- Valid B Drivers' licence with PrDP
- Minimum 5 years' relevant experience

**Key Performance Requirements**

- Coordinate and control the operations of the Mechanical Workshops Section, inclusive of monitoring and implementing procedures, establishing resource requirements, planning and scheduling work programmes and evaluating outcomes.
- Monitor and attend to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

**FOREMAN (ROADS- REINSTATEMENT  
MONITORING)**  
(ISF250220)

Ref No: ISF04/23

**Duration of Employment**

**Permanent**

**Place of Work**

**Roads and Stormwater: Central**

**Basic Salary**

**R375 611.10 – R487 560.34 p.a. (T12)**

**Minimum Qualifications/ Requirements**

- Trade Test Artisan Certificate in Bricklaying/ S3 Civil Engineering
- Valid B Drivers' licence.
- Minimum 5 years' relevant Supervisory experience

**Key Performance Requirements**

- Coordinate and control the operations of the Roads Construction Section.
- Monitor and implement procedures by maintaining effectiveness of repair and maintenance to roads.
- Establish resource requirements, planning and scheduling work for planned and predictive programmes.
- Evaluate outcomes, monitor and attend to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

**FORMAN (ROADS & STORMWATER) X 3  
(ISF250221/24/25)**

**Ref No: ISF05/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Mechanical Workshops**

**Basic Salary**

**R375 611.10 – R487 560.34 p.a. (T12)**

**Minimum Qualifications/ Requirements**

- Trade Test Artisan Certificate in Bricklaying/ S3 Civil Engineering
- Valid Code B Drivers' licence.
- Minimum 5 years' relevant Supervisory experience

**Key Performance Requirements**

- Coordinate and control the operations of the Roads & Stormwater Section, inclusive of monitoring and implementing procedures, maintaining effectiveness of Stream Cleaning; Gabion works/ Drainage Construction, Catchpit clearing and Weed killing.
- Establish resource requirements, plan and schedule work for planned and predictive programmes and evaluating outcomes.
- Monitor and attend to deviations in productivity and performance.

- Attending to specific administrative and information reporting requirements and processes.
- Prepare, implement and monitor maintenance plan.

**FORMAN (ROADS & STORMWATER) X 2  
(ISF250390/391)**

**Ref No: ISF06/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Roads and Stormwater: GE and Vulindlela**

**Basic Salary**

**R375 611.10 – R487 560.34 p.a. (T12)**

**Minimum Qualifications/ Requirements**

- Trade Test Artisan Certificate in Bricklaying/ S3 Civil Engineering..
- Valid Code B Drivers' licence.
- Minimum 5 years' relevant Supervisory experience

**Key Performance Requirements**

- Coordinate and control the operations of the Roads & Stormwater Section, inclusive of monitoring and implementing procedures, maintaining effectiveness of Stream Cleaning; Gabion works/ Drainage Construction, Catchpit clearing and Weed killing.
- Establish resource requirements, plan and schedule work for planned and predictive programmes and evaluating outcomes.
- Monitor and attend to deviations in productivity and performance.
- Attending to specific administrative and information reporting requirements and processes.  
Prepare, implement and monitor maintenance plan.

**PROJECT CO-ORDINATOR  
(ISF070015)**

**Ref No: ISF07/23**

**Duration of Employment**

**Permanent**

**Place of Work**

**Project Management Office**

**Basic Salary**

**R318 155.10 – R412 985.53 p.a. (T11)**

**Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma in Public Administration/ Public Management – NQF Level 6.
- Certificate in Project Management.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.

- Minimum 3 years' relevant experience.

### **Key Performance Requirements**

Perform tasks associated with programme project co-ordination and administration to meet National, Provincial and Council administrative and financial requirements in respect of MIG/OGF/CNL/EPWP projects

### **TECHNICIAN (ISF250032)**

Ref No: ISF08/22

### **Duration of Employment**

Permanent

### **Place of Work**

Road Safety

### **Basic Salary**

R318 155.84 – R412 985.53p.a. (T11)

### **Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Civil Engineering - (NQF level 6/7)
- Registration as a Candidate Technician with the Engineering Council of SA within 3 months of employment.
- Computer Literacy – Office Applications.
- Valid B Drivers' License.
- Minimum 1 years' relevant experience

### **Key Performance Requirements**

- Perform Technical tasks associated with the operation of Road- Transportation Planning to provide an effective service by designing direction signs and layouts/ timings, inspect building plans, maintain existing signals.
- Attend traffic calming matters, attend to complaints and applications associated with the provision of support, advice and guidance, preparing contractual documentation and monitoring implementation and execution.
- Disseminate technical project/ contract information internally and/ or externally ensuring through creative and specialized applications accurate specifications can be established to support project planning and execution of discussions and decision making processes.

### **CHARGEHAND (ISF260300)**

Ref No: ISF09/23

### **Duration of Employment**

Permanent

### **Place of Work**

ICT: Infrastructure

### **Basic Salary**

R318 155.10 – R412 985.53 p.a. (T11)

### **Minimum Qualifications/ Requirements**

- Trade test certificate in Plumbing/Fitter & Turner
- Certification in First-Aid to be completed within specified period from date of appointment
- Valid Code B Drivers' licence.
- Minimum 3 years' relevant experience

### **Key Performance Requirements**

- Perform tasks/ activities associated with monitoring and reporting on the progress and execution of specific activities associated with New Works, Reactive Maintenance, Planned Maintenance and Water Loss.
- Transport material/ equipment and personnel to/ from work sites, operating heavy and/ or specialized vehicles and general work at sites.

### **ARTISAN (MECHANIC) (ISF240018)**

Ref No: ISF10/23

### **Duration of Employment**

Permanent

### **Place of Work**

Mechanical Workshops

### **Basic Salary**

R 269 509.21 – R349 832.10 p.a. (T10)

### **Minimum Qualifications/ Requirements**

- Trade Tested Certificate in Mechanical
- Valid Code C1 Drivers' licence with PrDP.
- Minimum 2 years' relevant experience

### **Key Performance Requirements**

- Coordinate and control the set- up work in progress and completion of specialized tasks activities associated with the mechanical maintenance and repair of diesel / petrol heavy plant and vehicles.
- Monitor and correct the productivity and performance output of support personnel and attending to routine / general administrative recording requirements contributing to the accomplishment of departmental objectives.

### **ARTISAN (MACHINIST/ FITTER) (ISF240068)**

Ref No: ISF11/23

### **Place of Work**

Mechanical Workshops

### **Basic Salary**

R 269 509.21 – R349 832.10 p.a. (T10)

### **Minimum Qualifications/ Requirements**

- Trade Test Certificate in Fitting/ Mechanical

- Computer Literacy – Office Applications.
- Valid B Drivers' licence
- Minimum 2 years' relevant experience

#### **Key Performance Requirements**

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

### **ARTISAN (ELECTRICIAN) (ISF2500043)**

Ref No: ISF12/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Road Safety

#### **Basic Salary**

R 269 509.21 – R349 832.10 p.a. (T10)

#### **Minimum Qualifications/ Requirements**

- Trade Test Certificate in Electrical
- Valid B Drivers' licence
- Minimum 2 years' relevant experience

#### **Key Performance Requirements**

- Coordinates the set-up, work in progress and completion of specialized tasks activities associated with the installation and maintenance of Traffic Signals and Telephones, etc.
- Guide personnel and, attending to routine/ general administrative recording requirements in the Sub-Section.

### **ARTISAN SUPERVISOR X4 (ISF250232/235/238/239)**

Ref No: ISF13/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Roads and Stormwater: Central

#### **Basic Salary**

R 269 509.21 – R349 832.10 p.a. (T10)

#### **Minimum Qualifications/ Requirements**

- Trade Tested Certificate in Bricklaying/ Road Work
- Valid Code C1 Drivers' licence with PrDP.
- Minimum 2 years' relevant experience

#### **Key Performance Requirements**

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

### **ARTISAN SUPERVISOR (ISF250393)**

Ref No: ISF14/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Roads and Stormwater: GE and Vulindlela

#### **Basic Salary**

R 269 509.21 – R349 832.10 p.a. (T10)

#### **Minimum Qualifications/ Requirements**

- Trade Tested Certificate in Bricklaying/ Road Worker
- Valid C1 Drivers' licence with PrDP.
- Minimum 2 years' relevant experience

#### **Key Performance Requirements**

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

### **ARTISAN (BRICKLAYER) (ISF250245)**

Ref No: ISF15/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Roads and Stormwater: Central /GE and Vulindlela

#### **Basic Salary**

R 269 509.21 – R349 832.10 p.a. (T10)

#### **Minimum Qualifications/ Requirements**

- Trade Tested Certificate in Bricklaying/ Road Worker
- Valid Code C1 Drivers' licence with PrDP.
- Minimum 2 years' relevant experience

#### **Key Performance Requirements**

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

**ARTISAN (BRICKLAYER) X6  
(ISF250408/409/410/412/413/414)**

**Ref No: ISF16/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Roads and Stormwater: Central /GE and Vulindlela**

#### **Basic Salary**

**R 269 509.21 – R349 832.10 p.a. (T10)**

#### **Minimum Qualifications/ Requirements**

- Trade Tested Certificate in Bricklaying/ Road Worker
- Valid Code C1 Drivers' licence with PrDP.
- Minimum 2 years' relevant experience

#### **Key Performance Requirements**

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

**ARTISAN (PLUMBER/ FITTER)  
(ISF260116)**

**Ref No: ISF17/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

#### **New Works**

#### **Basic Salary**

**R 269 509.21 – R349 832.10 p.a. (T10)**

#### **Minimum Qualifications/ Requirements**

- Trade Tested Certificate in Plumbing or Fitting
- Valid Code C1 Drivers' licence with PrDP.
- Minimum 2 years' relevant experience

#### **Key Performance Requirements**

- Coordinate and control the set-up, work in progress and completion of specialized tasks activities associated with water meter connections and restrictions, new works, reactive maintenance, water losses and planned maintenance.
- Monitor and correct the productivity and performance outputs of support personnel.
- Attend to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives and to ensure downtime and disruptions are minimized, contributing positively towards sustaining acceptable service delivery standards.

**PRINCIPAL CLERK (REVENUE  
ENHANCEMENT)  
(ISF260050)**

**Ref No: ISF18/23**

#### **Duration of Employment**

**Permanent**

#### **Place of Work**

**Connections and Restrictions**

#### **Basic Salary**

**R188 838.19 – R 245 098.99 (T7)**

#### **Minimum Qualifications/ Requirements**

- Matric/ Grade 12 (NQF level 4)
- Valid Code C1 Driver's License with PrDP
- Computer Literacy – Office Applications  
Minimum 12 months' relevant experience

#### **Key Performance Requirements**

- Coordinate and control the Revenue Enhancement operations through the application of laid down procedures with respect to the execution of operational plans and priorities, evaluation of personnel resource capabilities and efficiencies and implementation of corrective measures/ interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of service delivery objectives.

**DRIVER/ SUPERVISOR  
(HGH PRESSURE CLEAN)**

(ISF260559)

Ref No: ISF19/23

**Duration of Employment**

Permanent

**Place of Work**

Water and Sanitation

**Basic Salary**

R188 838.19 – R 245 098.99 (T7)

**Qualifications/ Requirements**

- Grade 10 or Equivalent – NQF Level 2
- Valid Code C1 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, New Works, Reactive Maintenance e.g. backfilling across all maintenance, maintenance work, transportation of material/ equipment and personnel to/ from work sites.
- Operate heavy and/ or specialized vehicles and general work at sites. Controls the set-up, work in progress and completion of tasks/ activities associated with the installation/ replacement of faulty or damaged Water Meters/repairs to water infrastructure.
- Monitor and correct the productivity and performance outputs of support personnel and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives.

**DRIVER/ SUPERVISOR  
(HGH PRESSURE CLEAN)  
(ISF260561)**

Ref No: ISF20/23

**Duration of Employment**

Permanent

**Place of Work**

Operations / Maintenance

**Basic Salary**

R188 838.19 – R 245 098.99 (T7)

**Minimum Qualifications/ Requirements**

- Grade 10 or Equivalent – NQF Level 2
- Valid Code C1 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, New Works, Reactive Maintenance e.g. backfilling across all maintenance, maintenance work,

transportation of material/ equipment and personnel to/ from work sites.

- Operate heavy and/ or specialized vehicles and general work at sites. Controls the set-up, work in progress and completion of tasks/ activities associated with the installation/ replacement of faulty or damaged Water Meters/repairs to water infrastructure.
- Monitor and correct the productivity and performance outputs of support personnel and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives.

**DRIVER/ SUPERVISOR  
(ISF260565)**

Ref No: ISF21/23

**Duration of Employment**

Permanent

**Place of Work**

Operations / Maintenance

**Basic Salary**

R188 838.19 – R 245 098.99 (T7)

**Minimum Qualifications/ Requirements**

- Grade 10 or Equivalent – NQF Level 2
- 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 Sewer maintenance, e.g. sewer rodding work, high pressure sewer jetting, transportation of material/ equipment and personnel to/ from work sites, operating heavy and/ or specialized vehicles and general work at sites.

**SENIOR CLERK  
(ISF260611)**

Ref No: ISF22/23

**Duration of Employment**

Permanent

**Place of Work**

Water and Sanitation

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T06)

**Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent – NQF Level 3.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

**Key Performance Requirements**

- Perform administrative tasks associated with the processing and updating of information associated with Water and Sanitation



activities including Customer Care, generating transactional/ instructional based documentation and reports.

- Attend to and/ or forwarding functional related queries/ complaints to specific departments for attention and resolution.

**GENERAL ASSISTANT  
(ISF250477)**

Ref No: ISF23/23

**Duration of Employment**

Permanent

**Place of Work**

Roads and Stormwater: GE and Vulindlela

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

**Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Perform general labouring activities associated with maintenance and repair work in the Roads Stormwater & Drainage Section, using hand held tools to excavate defined areas, laying of materials and reinforcement products (concrete blocks), cleaning or clearing relevant work sites, Gabion works in accordance to the requirement of the Section.

**GENERAL ASSISTANT  
(ISF250169)**

Ref No: ISF24/23

**Duration of Employment**

Permanent

**Place of Work**

Road Signs and Road Marking

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

**Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Perform general labouring activities associated with maintenance of roads (marking), utilizing lettering and marking guides to paint traffic flow signals and lines on present, new or reconstructed road surfaces.

**GENERAL ASSISTANT**

(ISF250333/384/474)

Ref No: ISF25/23

**Duration of Employment**

Permanent

**Place of Work**

Roads and Stormwater: Central/ GE and Vulindlela

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

**Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Perform general labouring activities associated with maintenance and repair work in the Roads Stormwater & Drainage Section.
- Use hand held tools to excavate defined areas, laying of materials and reinforcement products (concrete blocks).
- Clean or clear relevant work sites and Gabion works in accordance to the requirement of the Section.

**GENERAL ASSISTANT X4  
(ISF260096/107/110/112)**

Ref No: ISF26/23

**Duration of Employment**

Permanent

**Place of Work**

Connections and Restrictions

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

**Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Perform general labouring activities associated with Sanitation Operations and Maintenance with or without the use of hand tools or small plant (pipe cutters, compactors, drills, etc.)

**GENERAL ASSISTANT X2  
(ISF260129/167)**

Ref No: ISF27/23

**Duration of Employment**

Permanent

**Place of Work**

New Works

**Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

**Minimum Qualifications/ Requirements**

Page 25 of 28

Vacancy Circular No. 01/2023

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Perform general labouring activities associated with Sanitation Operations and Maintenance with or without the use of hand tools or small plant (pipe cutters, compactors, drills, etc.)

### **GENERAL ASSISTANT X4 (ISF260207/219/244/247)**

Ref No: ISF28/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Reactive Maintenance

#### **Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

#### **Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Perform general labouring activities associated with Sanitation Operations and Maintenance with or without the use of hand tools or small plant (pipe cutters, compactors, drills, etc.)

### **GENERAL ASSISTANT (ISF260322)**

Ref No: ISF29/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Planned Maintenance

#### **Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

#### **Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Perform general labouring activities associated with Sanitation Operations and Maintenance with or without the use of hand tools or small plant (pipe cutters, compactors, drills, etc.)

### **GENERAL ASSISTANT (ISF260519)**

Ref No: ISF30/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Water and Sanitation

#### **Basic Salary**

R156 191.44 – R202 747.90 p.a. (T03)

#### **Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

#### **Key Performance Requirements**

- Performs general labouring activities associated with Sanitation Operations and Maintenance with or without the use of hand tools or small plant (pipe cutters, compactors, drills, etc.)

## **ELECTRICITY SUPPLY SERVICES**

### **FOREMAN (UNDERGROUND CABLES LV) (ISF700243)**

Ref No: ESS02/23

#### **Duration of Employment**

Permanent

#### **Place of Work**

Electricity – Underground Mains

#### **Basic Salary**

R375 611.10 – R487 560.34 p.a. (T12)

#### **Minimum Qualifications/ Requirements**

- Trade Tested Certificate in Electrical
- MV Switching Certificate
- Computer Literacy – Office Applications
- Valid Code B Drivers' licence.
- Minimum 5 years' relevant experience

#### **Key Performance Requirements**

- Coordinate and control the tasks and activities associated with the underground, LV faults and Construction in the Section, inclusive of monitoring and implementing procedures.
- Establish resource requirements, planning and scheduling work programs and evaluating outcomes, monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

### **TECHNICIAN (ISF700713)**

Ref No: ESS03/23

**Duration of Employment****Permanent****Place of Work****Electrical Planning****Basic Salary****R318 155.84 – R412 985.53p.a. (T11)****Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ Degree in Electrical Engineering Heavy Current) - (NQF level 6).
- Registration as a Candidate Technician with the Engineering Council of SA within 3 months of employment.
- Computer Literacy – Office Applications.
- Valid B Drivers' License.
- Minimum 1 years' relevant experience

**Key Performance Requirements**

- Apply technical procedures and applications associated System Performance Analyst by, ensuring network and plant analysis performance, monitoring quality of supply, data management, identifying weak / problematic supply areas.
- Ensure compliance to maintain optimum system and network operating functionality and, preparing contractual documentation and monitoring the implementation and execution of minor contract ensuring accurate design and specifications are available to support the scoping, planning, execution and evaluation

**SERVICEMAN****(ISF700117)****Ref No: ESS04/22****Duration of Employment****Permanent****Place of Work****Installation Audit****Basic Salary****R188 838.19 – R245 098.99 p.a. (T07)****Minimum Qualifications/ Requirements**

- Grade 11 or Equivalent Plus (N2 Electrical Certificate) NQF Level 3.
- Valid B Drivers' licence.
- Minimum 2 years' relevant experience

**Key Performance Requirements**

- Perform tasks/ activities associated with the disconnection and reconnection of electrical meters (working on live mains) in the Customer Services Section (Electricity).

- Provide an effective and efficient customer service in accordance to the requirements of the Section.

**GENERAL ASSISTANT****(ISF700523)****Ref No: ESS05/23****Duration of Employment****Permanent****Place of Work****Electricity – Secondary Substations****Basic Salary****R156 191.44 – R202 747.90 p.a. (T03)****Minimum Qualifications/ Requirements**

- Basic Numeracy and literacy i.e. an understanding of basic written word and number recognition – NQF Level 1.
- No Experience

**Key Performance Requirements**

- Perform general labouring activities associated with maintenance and repair work in the Roads Stormwater & Drainage Section, using hand held tools to excavate defined areas, laying of materials and reinforcement products (concrete blocks), cleaning or clearing relevant work sites, Gabion works in accordance to the requirement of the Section.

**A written application must be submitted on the Msunduzi Application for Employment form (Annexure B) - 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](http://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 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: 2023 -06- 27 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: 2023 -06- 12  
THE ADVERTISING OF THESE POSTS IS AUTHORIZED BY THE CITY MANAGER:

  
MR. L.H. MAPHOLOBA

DATE: 12/05/2023

