



MSUNDUZI MUNICIPALITY

INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 02/2026



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).

MUNICIPAL MANAGER'S OFFICE

NB: below post is a re-advertisement and candidates who have applied are encouraged to re-apply.

PERSONAL ASSISTANT (MUM030002)

Ref No: CMO01/26

Duration of Employment

Permanent

Place of Work

City Manager's Office

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female

Basic Salary

R373 502,38 – R484 829,02 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12-NQF Level 4
- National Diploma/ B - Tech / B. Degree in Office Management - NQF Level 6/7 or equivalent.
- Computer Literacy - Office Applications.
- Code B driver's License.
- 3 Years relevant experience.

Key Performance Requirements

- Processes sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in Procurement Regulations with regards to the contract's enforcements, preparing and presenting investigational and qualitative reports.

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/careeropportunities.

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) application 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 (A) 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 or any other forms that are not prescribed 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: 02 FEB 2024 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, Designated groups identified on each advertised position are encouraged to apply.

Circulated Date: 20 JAN 2026

THE ADVERTISING OF THESE POSTS IS
AUTHORISED BY THE MUNICIPAL
MANAGER:

MR. SF MNDEBELE
DATE: 15/01/2026