



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 05/2026



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).

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

CHIEF ADMINISTRATION OFFICER (STREET TRADING) (SDE160014)

Ref No: SDE02/26

Duration of Employment

Permanent

Place of Work

Economic Development

EE Plan Preferred Designated Group/s

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

Basic Salary

R 496 455,24 – R 644 442,20 p.a. (T13)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate - NQF Level 4.
- National Diploma in Public Administration/ Public Management/ Economics or equivalent - NQF Level 6.
- Computer Literacy - Office Applications.
- 3 Year relevant experience.

Key Performance Requirements

- Develop, coordinate and control the administration of Informal Trading through attending to the applications for and allocations of trading sites, issuing of permits, and reviewing, updating and maintenance of the Informal Trading database.

AREA CO-ORDINATOR (ENVIRONMENTAL HEALTH) (SDE500005)

Ref No: SDE03/26

Duration of Employment

Permanent

Place of Work

Environmental Health

EE Plan Preferred Designated Group/s

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

Basic Salary

R 496 455,24 – R 644 442,20 p.a. (T13)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate - NQF Level 4.
- National Diploma/ B - Tech / B. Degree in Environmental Health or equivalent - NQF Level 6/7.
- Registration with the HPCSA.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Coordinate the application of procedures and sequences associated with Environmental Health, through investigation, inspection, monitoring, evaluation, reporting and enforcing compliance and, disseminates information and/ or advice on practices that negatively impact on human health and the environment and appropriate measures to curb and control environmental risks in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Msunduzi area.

PROJECT OFFICER (IMPLEMENTATION) (SDE310023)

Ref No: SDE04/26

Duration of Employment

Permanent

Place of Work

Implementation

EE Plan Preferred Designated Group/s

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

Basic Salary

R 440 952,65 – R 572 376,74 p.a. (T12)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Provide a project engineering management service with respect to the execution and implementation of average to high complexity type Architectural projects through the

management of the process of analyzing, investigating, assessing and mapping out critical deliverables and costing frameworks, preparing and defending contractual terms or, resolving disputes and, providing information and advice on best practices to guide, enable and ensure key project milestones are accomplished in accordance with Housing objectives and budgeted capital budgeted frameworks.

**LIAISON OFFICER (IMPLEMENTATION) X2
(SDE310034/038)**

Ref No: SDE05/26

Duration of Employment

Permanent

Place of Work

Implementation

EE Plan Preferred Designated Group/s

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

Basic Salary

R 316 393,22 – R 410 689,19 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus a relevant certificate accredited by SAQA - NQF Level 5.
- Computer Literacy Office Applications.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Perform administrative and technical tasks associated with Housing Liaison through the processing and updating of housing project delivery information in respect of housing matters relating to applications for housing delivery, relating to site allocations, etc, addressing relocation of communities/ individuals, generating reports detailing the status of the housing programme/ projects, attending to and/ or forwarding disputes, queries/ complaints to specific departments for attention and resolution and communicating the outcome/s.

**PRODUCT CONTROL SUPERVISOR
(SDE450008)**

Ref No: SDE06/26

Duration of Employment

Permanent

Place of Work

Market Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R 316 393,22 – R 410 689,19 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus a relevant certificate accredited by SAQA - NQF Level 5.
- Computer Literacy Office Applications.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Perform supervisory tasks/ activities associated with monitoring and overseeing the efficient running of the cold rooms, and to ensure that the ripening / banana room and controllers are efficient and operating at optimal performance.

**ADMINISTRATOR (HOUSING APPLICATIONS)
(SDE310053)**

Ref No: SDE07/26

Duration of Employment

Permanent

Place of Work

Housing Administration

EE Plan Preferred Designated Group/s

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

Basic Salary

R 280 988,61 – R 364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus a relevant certificate accredited by SAQA - NQF Level 5.
- Computer Literacy Office Applications.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of Housing information in respect of Housing matters relating to applications/sales/tenancies for Council houses, flats, etc.
- Generate reports detailing the status of the Housing Applications and Tenancies (sales, acquisitions and lease), attending to and/ or forwarding disputes, queries/ complaints to relevant departments/ business units for attention, implementing resolutions and communicating the outcomes.

**SENIOR CLERK
(SDE450017)**

Ref No: SDE08/26

Duration of Employment

Permanent

Place of Work

Market

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female

Basic Salary

R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/Grade 12 Certificate – NQF Level 4.
- Computer Literacy – Office Applications.
- 6 Months relevant experience.

Key Performance Requirements

- Co-ordinate activities and requirements associated with the Public Information, Marketing Administration, Communication and Administrative Functions of the Municipal Market.

RECEPTIONIST (SDE160091)

Ref No: SDE09/26

Duration of Employment

Permanent

Place of Work

Development Management

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female

Basic Salary

R 156 095,84 – R 201 620,22 p.a. (T05)

Minimum Qualifications/ Requirements

- Matric/Grade 12 Certificate – NQF Level 4.
- Computer Literacy – Office Applications.
- 3 Months relevant experience.

Key Performance Requirements

- Provide a Receptionist/ Telephonist service and attends to specific office support/ clerical activities to ensure an efficient service is made available and, customer needs professionally attended to in accordance with laid down service delivery standards and departmental guidelines.

CASHER (SDE450025)

Ref No: SDE10/26

Duration of Employment

Permanent

Place of Work

Market

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female

Basic Salary

R 156 095,84 – R 201 620,22 p.a. (T05)

Minimum Qualifications/ Requirements

- Matric/Grade 12 Certificate – NQF Level 4.
- Computer Literacy – Office Applications.
- 3 Months relevant experience.

Key Performance Requirements

- Perform tasks /activities associated with the receiving and receipting payments for services/product from the public, providing

information and explanation on charges and penalties, reconciling total collection against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.

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: 03 APR 2026 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: 23 MAR 2026

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



MR. S.F. MNDEBELE

DATE: 9/03/2026