



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 06/2026

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).

CORPORATE SERVICES

SENIOR MANAGER (SECRETARIAT AND AUXILIARY SERVICES) (HRC010003)

Ref No: CORP02/26

Duration of Employment

Permanent

Place of Work

Secretariat and Auxiliary Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R 725 592,79 – R 941 847,87 p.a. (T16)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Plan and manage the key performance areas and result indicators associated with the Secretariat & Auxiliary Services Section by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines, reviewing and participating in the design, development and implementation of Information/Secretariat and Printing infrastructure capable of satisfying the Business Unit's requirements and promoting Corporate Governance and Community Participation.

CHIEF PROFESSIONAL NURSE (HRC060089)

Ref No: CORP03/26

Duration of Employment

Permanent

Place of Work

Occupational Health

EE Plan Preferred Designated Group/s

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

Basic Salary

R 558 968,59 – R 725 592,79 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate - NQF Level 4.
- Diploma / Degree in General Nursing - NQF Level 6 / 7.
- Certificate / Diploma / Degree in Occupational Health Nursing.
- Certificate in Audiometry / Spirometry, Medicine dispensing license.
- Certificate in Midwifery, Community Health and Primary Health Care will be an added advantage.
- Management qualification.
- Registration as a Professional Nurse with the South African Nursing Council.
- 4 years relevant experience Occupational Health.

Key Performance Requirements

- Co-ordinate and plan the statutory requirements of the Municipalities policies and procedures pertaining to the Occupational Health Act and provides a Primary Health Care Service for the Municipal personnel in accordance to departmental instructions and requirements.

INTERPRETER/ TRANSLATOR (HRC010056)

Ref No: CORP04/26

Duration of Employment

Permanent

Place of Work

Secretariat

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 relevant certificate in Translation/Interpretation/Linguistics accredited by SAQA or equivalent - NQF 5.
- Conversant in a second language identified on appointment.

- Computer Literacy - Office Applications.
- 2 years relevant experience.

Key Performance Requirements

- Provision of simultaneous and consecutive verbal interpretation at Council and Committee meetings. Translation of documentation from English to isiZulu and vice-versa and to provide administrative function to Council Committees and Business Units.

SENIOR CLERK (HRC060017)

Ref No: CORP05/26

Duration of Employment

Permanent

Place of Work

HR: Personnel

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

- Provides clerical support to the Recruitment 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 X2 (HRC060075/082)

Ref No: CORP06/26

Duration of Employment

Permanent

Place of Work

HR Support: Infrastructure Services/ Community Services

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

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

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.

03 APR 2026

Closing Date: _____ 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. SF. MNDEBELE

DATE: 03/03/2026