



# MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 07/2026



*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

### MANAGER (YOUTH DEVELOPMENT) (MUM030008)

Ref No: CMO01/26

#### Duration of Employment

Permanent

#### Place of Work

Youth Development

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

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

#### Minimum Qualifications/ Requirements

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

#### Key Performance Requirements

- Manage and control the facilitation, development and promotion of youth programmes and projects, and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, reporting and upliftment of youth within the municipal region.

### INTERNAL AUDITOR (MUM030265)

Ref No: CMO02/26

#### Duration of Employment

Permanent

#### Place of Work

Assurance

#### 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 - NQF Level 4.
- Bachelor's degree in Internal Auditing and Internal Auditing must be one of the majors. National/ B Tech in Internal Auditing/ Bachelor of Science with Accounting and Auditing as Majors - NQF Level 7 or Equivalent.
- Computer Literacy –Microsoft Office.
- Valid Code B Drivers Licence.
- 3 years' experience in Internal Auditing of which 12 Months audit experience at Auditor General will be an added advantage.

#### Key Performance Requirements

- Conduct Risk based, statutory, performance, operational internal Audits, audit of performance information and consulting activities in the municipality and its Entities

### SENIOR TELEPHONIST (MUM030168)

Ref No: CMO03/26

#### Duration of Employment

Permanent

#### Place of Work

Call Centre Management

#### EE Plan Preferred Designated Group/s

Person with Disability or Coloured Female or White Male/ Female

#### Basic Salary

R 221 688,67 – R 287 736,59 p.a. (T07)

#### Minimum Qualifications/ Requirements

- Matric/Grade 12 - NQF Level 4.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 12 Months relevant experience.

#### Key Performance Requirements

- Supervises the telephone answering support to the Business Unit, communicating with visitors and officials and assist in administration support.

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](http://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: \_\_\_\_\_ 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: 29/03/2026