



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 09/2026

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).

COMMUNITY SERVICES

ACCOUNTANT (COMPLIANCE) (CSE400007)

Ref No: CSE02/26

Duration of Employment

Permanent

Place of Work

Training and Auxiliary Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R440 952,65 – R572 376,74 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate – NQF Level 4.
- National Diploma/ B. Tech / B. Degree in Accounting / Finance Management - NQF Level 6/7 or equivalent.
- Examiner of Driving Licenses certificate (EDL).
- Computer Literacy - Office Applications.
- Valid Code B Driver's license.
- 3 Years 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.

ARTISAN (FITTER & TURNER) (CSE270014)

Ref No: CSE03/26

Duration of Employment

Permanent

Place of Work

Public Works

EE Plan Preferred Designated Group/s

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

Basic Salary

R316 393,22 – R410 689,19 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate - Fitter and Turner / Industrial Refrigeration NQF Level 4.
- Valid Code B Drivers Licence
- 2 Years relevant experience in repairing or installation of Air Conditioners.

Key Performance Requirements

- Coordinate and perform task/ activities associated with providing a fitting and machining and correcting the productivity and performance outputs of support personnel and attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives in accordance with specifications and quality standards.

PARKS SUPERVISOR (CSE550241)

Ref No: CSE04/26

Duration of Employment

Permanent

Place of Work

Northern Areas

EE Plan Preferred Designated Group/s

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

Basic Salary

R 249 585,85 – R 323 959,19 p.a. (T08)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4.
- A Good Working Knowledge of Horticulture.
- Valid Code C1 Driver's License and PrDP.
- Will be required to undergo training to obtain a certificate to operate a small plant.
- 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, monitoring 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
(CSE220041)**

Ref No: CSE05/26

Duration of Employment

Permanent

Place of Work

Waste Street Sweeping

EE Plan Preferred Designated Group/s

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

Basic Salary

R221 688,67 – R287 736,59 p.a. (T7)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4.
- Certification in supervision will be an added advantage.
- Valid Code EC Driver's Licence with PrDP.
- Will be required to undergo training to obtain certification in the use of specialised plant and heavy equipment.
- 18 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, using heavy vehicles, compactors and Containers with container lifting trucks, transporting personnel/ materials, communicating and clarifying requirements with respect to all refuse collection and or other collection as instructed to, and monitoring and correcting deviations in work related sequences in order to ensure service delivery standards are maintained and, productivity targets and deadlines achieved.

**SENIOR LIBRARY ASSISTANT X2
(CSE620016/017)**

Ref No: CSE06/26

Duration of Employment

Permanent

Place of Work

Branch Services

EE Plan Preferred Designated Group/s

Person with Disability or African Female or Indian Male or Coloured Male 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.
- 3 years Library Services experience.

Key Performance Requirements

- Support the provision of Library Services by performing procedures required to meet customer needs, interacting and providing users with information from various media and supervising staff and procedures as and when required.

Additional KPA's

- Perform and supervise designated library procedures as required.
- Assist users in locating materials, provide reference services, and resolve complex circulation matters, including fines, lost items, and patron-related queries.
- Oversee daily library operations, including opening and closing procedures, staff/volunteer scheduling, and training of new personnel.
- Conduct shelving and inventory checks using library management systems.
- Support inter-library loan processes and compile statistical reports.
- Participate in planning and coordinating library programmes, including children's activities and community outreach initiatives.
- Attend to the book exchange in the absence of the Librarian.
- Supervise staff in the absence of the Librarian in charge.

**SENIOR LIBRARY ASSISTANT
(CSE620083)**

Ref No: CSE07/26

Duration of Employment

Permanent

Place of Work

Branch Services

EE Plan Preferred Designated Group/s

Person with Disability or African Female or Indian Male or Coloured Male 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.
- 3 years Library Services experience.

Key Performance Requirements

- Support the provision of Library Services to the public by performing procedures required: Providing the public with access to Lending Library resources controlling the circulation of the resources while maintaining the resources in good condition. Performing and supervising certain procedures as and when required.

Additional KPA's

- Perform and supervise designated library procedures as required.
- Assist users in locating materials, provide reference services, and resolve complex circulation matters, including fines, lost items, and patron-related queries.
- Oversee daily library operations, including opening and closing procedures, staff/volunteer scheduling, and training of new personnel.
- Conduct shelving and inventory checks using library management systems.
- Support inter-library loan processes and compile statistical reports.
- Participate in planning and coordinating library programmes, including children's activities and community outreach initiatives.
- Attend to the book exchange in the absence of the Librarian.
- Supervise staff in the absence of the Librarian in charge.

RECEPTIONIST (CSE550343)

Ref No: CSE08/26

Duration of Employment

Permanent

Place of Work

Edendale and Imbali

EE Plan Preferred Designated Group/s

Person with Disability or African Female 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

- Grade 10 – NQF level 2.
- Proficiency in a second language (English / Zulu).
- Computer Literacy - Office Application.
- 3 Months relevant experience

Key Performance Requirements

- Provide a Receptionist/ Telephone 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.

DATA CAPTURER (CSE620054)

Ref No: CSE09/26

Duration of Employment

Permanent

Place of Work

Technical Services

EE Plan Preferred Designated Group/s

Person with Disability or African Female 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 - NQF Level 4.
- Computer literacy - Office Applications.
- 12 months relevant experience.

Key Performance Requirements

- Provide data capturing support to the library division under the guidance of the Senior Librarian by entering and updating records on the library's database.

Additional KPA's

Provide data capturing support to the Library Division under the guidance of the Librarian/Senior Librarian by capturing and updating records on the library database.

- Accurately capture data into systems, databases, and spreadsheets.
- Verify captured data against source documents to ensure accuracy and resolve discrepancies, including those related to Legal Deposit materials.
- Maintain, file, and update both electronic and physical records.
- Generate daily, weekly, and monthly reports and statistics.
- Perform regular data backups and ensure system files are up to date.
- Adhere to data integrity, security, and confidentiality requirements (e.g., POPIA, SLIMS, WorldShare/Sabinet).

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: 14 MAY 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: 30 APR 2026

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

MR. SF. MNDEBELE
DATE: 24/04/2026

PW