



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 16/2026



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

ARCHITECT (CSE270010)

Ref No: CSE10/26

Duration of Employment

Permanent

Place of Work

Public Works

EE Plan Preferred Designated Group/s

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

Basic Salary

R 585 519.57 – R 760 058.51 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- B. Tech / B.Sc. Degree in Architecture - NQF Level 7 or relevant and equivalent.
- Registered as a candidate Architect with the South African Council for the Architectural Profession.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 Years relevant experience.

Key Performance Requirements

- Provide a professional Architectural service in the Building Section, through the management of the process of investigating, assessing, defining, conceptualizing and designing average physical built interventions in the environment.
- Prepare contractual documentation/ terms and conditions to direct outcomes of the construction process, ensuring delivery of an architectural product that responds to client requirements and is adaptable to environmental, social and legislative changes and demands.

SENIOR ADMINISTRATION OFFICER (CSE620005)

Ref No: CSE11/26

Duration of Employment

Permanent

Place of Work

Public Works

EE Plan Preferred Designated Group/s

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

Basic Salary

R 391 243.70 – R 507 858.41 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- National Diploma/ B -Tech / B. Degree in Public Administration/ Public Management or equivalent - NQF 6/7.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 years relevant experience

Key Performance Requirements

- Co-ordinates and controls the Department's administrative functionality and attends to the administration of Personnel records, updating, circulating and maintenance of information, and supervision of subordinates.

INSPECTOR X 2 (CSE400052/053)

Ref No: CSE12/26

Duration of Employment

Permanent

Place of Work

Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R 391 243.70 – R 507 858.41 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 – NQF Level 4.
- Traffic Officer Diploma / Certificate in Metropolitan Police, issued by accredited RTMC Training Institution-NQF Level 6
- Computer Literacy- Office Applications
- Valid Code B Drivers Licence
- 3 year relevant experience.

Key Performance Requirements

- Co-ordinate the implementation, monitoring and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery

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objectives with respect to Traffic safety through the execution of operations and procedures associated with the enforcement of Laws and By-laws in order to ensure the risk of damage to property and/ or loss of lives is limited through prompt action and attention, and enforcing the law, etc in the Traffic Office.

INSPECTOR (CSE410010)

Ref No: CSE13/26

Duration of Employment

Permanent

Place of Work

Security

EE Plan Preferred Designated Group/s

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

Basic Salary

R 391 243.70 – R 507 858.41 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 – NQF Level 4.
- Advanced Diploma in Security Risk Management - NQF Level 7 or equivalent.
- Firearm Competence.
- No Criminal Record.
- Law enforcement (police) certificate.
- Valid Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Coordinate and control the tasks and activities associated with the functionality pertaining to security requirements for the Municipality, through continuous monitoring and inspection of Councils properties, identifying with non-conforming actions, crime and/ or security breaches, responding appropriately, reporting on the status and proceeding with questioning, arresting, charging and/ or detaining offenders, and supervising the performance of the Security Officers.

TRAFFIC OFFER X9

(CSE400061/066/071/081/084/097/119/120/121)

Ref No: CSE18/26

Duration of Employment

Permanent

Place of Work

Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R 294 335.57 – R 382 094.69 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric or Grade 12 – NQF Level 4.
- Traffic and Municipal Police Officers qualification OR Equivalent – NQF Level 5.

- No criminal record.
- Required to undergo medical and physical testing.
- Valid Code B driving licence.
- 2 years' relevant work experience.

Key Performance Requirements

- Perform activities/ tasks associated with the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency and rescue personnel during major disasters in order to ensure any risk to public safety or contravention to traffic regulations and specific by-laws identified and corrective/ compliance measures enforced on offenders, and is required to enforce the law, etc in the Traffic Office.

SECURITY OFFICER X6

(CSE410028/032/056/060/099/107)

Ref No: CSE19/26

Duration of Employment

Permanent

Place of Work

Security

EE Plan Preferred Designated Group/s

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

Basic Salary

R 232 218.84 – R 301 404.04 p.a. (T7)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4.
- Security Qualifications Grade D/E.
- Registration with the PSIRA – Grade D/E.
- Firearms Competency: Handgun, Rifle, Shotgun for Business purposes.
- Peace Officer Certificate will be an added advantage.
- No Criminal Record
- **NB:** Candidates will have to undergo physical assessment.
- Valid Code B Driver's License
- Valid Code C1 Driver's Licence with PrDP will be an added advantage.
- 12 months relevant experience.

Key Performance Requirements

- Perform specific tasks and activities associated with security functions for the municipality, monitoring and controlling access to buildings and, continuous patrolling and monitoring, identifying with non-conforming actions, crime and/ or security breaches, responding/ acting appropriately,

reporting on the status and proceeding with questioning and/ or detaining offenders.

**TEAMLEADER
(CSE220258)**

Ref No: CSE20/26

Duration of Employment

Permanent

Place of Work

Domestic Waste

EE Plan Preferred Designated Group/s

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

Basic Salary

R 192 072.30 – R 249 324.01 p.a. (T6)

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent.
- Valid Code EC driving license with PrDP.
- Certification in supervision.
- Will be required to undergo training to obtain a certificate in use of specialised Plant and heavy equipment.
- 18 Months relevant experience.

Key Performance Requirements

- Provide general supervision over, the refuse collection and general cleaning by SME's or Co-ops (service providers) in the respective areas through the application of laid down guidelines with respect to the execution of operational plans and priorities, evaluation of said 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.

**CREMETORIA OPERATOR
(CSE550655)**

Ref No: CSE21/26

Duration of Employment

Permanent

Place of Work

Cemeteries and Crematoria

EE Plan Preferred Designated Group/s

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

Basic Salary

R 192 072.30 – R 249 324.01 p.a. (T6)

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent.
- Valid Code B driving license with PrDP.
- Will be required to undergo training to obtain a certificate in the operation of Plant.
- 6 Months relevant experience.

Key Performance Requirements

- Coordinates and perform specific tasks/ activities associated with the operations of the crematorium furnace machine, undertaking general maintenance work, and undertaking general clerical functions in accordance to the requirements of the Section.

**TRFFIC WADERN
(CSE400142)**

Ref No: CSE22/26

Duration of Employment

Permanent

Place of Work

Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R 163 510.41 – R 211 197.17 p.a. (T5)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- Must be a South African Citizen.
- No criminal record.
- Required to undergo physical and medical tests.
- Valid Code B Driver's Licence.
- 3 months relevant experience.

Key Performance Requirements

- Perform activities/ tasks associated with the traffic control, maintaining road and public safety and the provision of support during traffic emergency situations adhering to instructions and guidelines prior to executing specific applications/ procedures in situations.

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: **11 SEP 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: **28 AUG 2026**

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

MR. SF. MNDEBELE

DATE: 21/08/2026