



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 28/2026



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

TOWN PLANNING INSPECTOR (SDE160063)

Ref No: SDE11/26

Duration of Employment

Permanent

Place of Work

Development Management

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 Certificate
- National Diploma in Town and Regional Planning - NQF Level 6.
- B Tech / B. Degree in Town Planning - NQF Level 7 will be an added advantage.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Process and monitor sequences associated with monitoring compliance with buildings/ land use encompassed in National Building Regulations, Spatial Planning and Land Use Management Act, 16 of 2013. and Town Planning Schemes, and roads layout with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices.

ADMINISTRATOR (SDE050004)

Ref No: SDE12/26

Duration of Employment

Permanent

Place of Work

Gallery and Theatre

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/Grade 12, plus relevant certificate accredited by SAQA - NQF Level 5 or equivalent.
- Computer Literacy - Office Application.
- Valid Code B Driver's Licence.
- 2 Years Relevant experience.

Key Performance Requirements

- Coordinate and control the Department's administrative functionality and the administration of finances (Municipal operating and capital budgets, Tatham Art Gallery Board, and KZN Arts and Culture), maintenance agreements, asset management, staff administration, preparation of responses and provision of information to support query resolution, executing specific actions to facilitate compliance with statutory Municipal financial regulations, and monitors work performance of Gallery cleaning and administrative staff.

SENIOR CLERK (SDE310063)

Ref No: SDE13/26

Duration of Employment

Permanent

Place of Work

Housing Administration

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. (T06)

Minimum Qualifications/ Requirements

- Matric/Grade certificate.
- Computer Literacy – Office Applications.
- 6 Months relevant experience.

Key Performance Requirements

- Perform tasks/activities associated with clerical/administrative procedures and

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functions relating to the processing of applications, tenancies, and other Human Settlement duties and the Responsible for the dispatching of Deeds of Grants in the housing administration section in accordance to departmental requirements.

Additional KPA's

- Perform clerical and administrative duties related to the processing of rental applications, tenancy agreements and other rental administration functions.
- Capture, update and maintain accurate tenant records and information.
- File and maintain tenant documentation and correspondence in accordance with record-keeping procedures.
- Assist customers at the front counter by attending to walk-in enquiries and rental-related queries.
- Provide administrative support to ensure the efficient operation of the Rental Section.

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**