



MSUNDUZI MUNICIPALITY

INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 30/2025



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

PROJECT OFFICER (IMPLEMENTATION) (SDE310018)

Ref No: SDE23/25

Duration of Employment

Permanent

Place of Work

Implementation

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 - NQF Level 4.
- National Diploma/ B Tech or B Sc Degree in Civil Engineering - NQF Level 6/7 or relevant and equivalent qualifications in Built environment.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 3 Years relevant experience in Project Management.

Key Performance Requirements

- Provide a project engineering management service with respect to the execution and implementation of average to high complexity type Architectural projects through the management of the process of analyzing, investigating, assessing and mapping out critical deliverables and costing frameworks, preparing and defending contractual terms or, resolving disputes and, providing information and advice on best practices to guide, enable and ensure key project milestones are accomplished in accordance with Housing objectives and budgeted capital budgeted frameworks.

LIAISON OFFICER (INFORMAL SETTLEMENTS) (SDE310039)

Ref No: SDE24/25

Duration of Employment

Permanent

Place of Work

Informal Settlements

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

- Matric/Grade 12 plus a relevant certificate in Public Administration/ Community Development/ Public Management accredited by SAQA - NQF Level 5 .
- Computer Literacy.
- Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Perform administrative and technical tasks associated with Housing Liaison through the processing and updating of housing project delivery information in respect of housing matters relating to applications for housing delivery, relating to site allocations, etc, addressing relocation of communities/ individuals, generating reports detailing the status of the housing programme/ projects, attending to and/ or forwarding disputes, queries/ complaints to specific departments for attention and resolution and communicating the outcome/s.

BUILDING INSPECTOR (SDE170020)

Ref No: SDE25/25

Duration of Employment

Permanent

Place of Work

Informal Settlements

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

PL

- Matric/Grade 12 plus relevant certificate accredited by SAQA / Trade Certificate in Building Industry - NQF Level 5.
- Knowledge of the Built Environment.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Process and monitor sequences associated with monitoring compliance with buildings/ construction standards, procedures, regulations and specifications encompassed in National Building Regulations and Town Planning Schemes, Fire Prevention Practice, 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.

**SECRETARY
(SDE160002)**

Ref No: SDE26/25

Duration of Employment

Permanent

Place of Work

Sustainable Development & City Enterprises

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. (T07)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus relevant Certificate - NQF Level 5 or equivalent.
- Computer Literacy - Office Applications.
- 2 Years Administrative / Secretarial / Clerical or any other relevant experience.

Key Performance Requirements

- Provide administration and correspondence support for the General Manager 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.

**DRIVER/ CLERK
(SDE450057)**

Ref No: SDE27/25

Duration of Employment

Permanent

Place of Work

Market

EE Plan Preferred Designated Group/s

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

Basic Salary

R156 095, – R287 736,59 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent.
- Computer Literacy – Office Applications will be an added advantage.
- Valid Code B Drivers License.
- 3 months relevant experience.

Key Performance Requirements

- Undertake tasks/ activities associated with preparing and serving of beverages, reporting on the adequacy of beverage/ ingredients stock levels and, providing general office 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.

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: **NOV 03 2025** 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: **OCT 20 2025**

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


MR. S. MNDEBELE

DATE: 13/10/2025