



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 32/2025



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).

MUNICIPAL MANAGER'S OFFICE

**ADVISOR (COMMUNICATION AND
MARKETING)**
(MUM030152)

Ref No: CMO12/25

Duration of Employment

Permanent

Place of Work

Communication and IGR

EE Plan Preferred Designated Group/s

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

Basic Salary

R558 968,59- R725 592,79 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- National Diploma/ B. Tech / B. Degree in Communications /Marketing Management or equivalent - NQF Level 6/7.
- Knowledge of media liaison, content development, and speech writing.
- Familiarity with digital media platforms, social media management, and online marketing strategies.
- Knowledge of event management, public participation processes, and campaign execution.
- Strong understanding of reputation management and crisis communication
- Excellent written and verbal communication skills
- Computer literacy - Office Application.
- Code B Driver's License.
- 4 years' experience in Marketing, Communications and Media Relations.
- Experience in a Local Government Environment will be an added advantage.

Key Performance Requirements

- Provide assistance to the Manager: Marketing and Communications in implementing Marketing, Communications, Public Relations and Public Information Programs for the

Municipality thereby improving the image of Council.

- Coordinate activities and key deliverables associated with the Communications and Marketing Section through the provision of a Communication support strategy and Marketing Strategy, interacting and maintaining key contacts with a view to facilitating public understanding of the Municipality's policies, procedures and programs.
- Maintain a positive relationship and mutual understanding with the municipality and its public/ stakeholders in order to ensure that Council receives maximum, favorable exposure on its goals and objectives.

**CHIEF COORDINATOR (SPORT AND
RECREATION)**
(MUM030016)

Ref No: CMO13/25

Duration of Employment

Permanent

Place of Work

Youth Development

EE Plan Preferred Designated Group/s

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

Basic Salary

R496 455,24- R644 442,20 p.a. (T13)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- National Diploma/ B - Tech / B. Degree in Sports Management or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Code B Driver's License.
- 3 Years relevant experience.

Key Performance Requirements

- Plan and coordinate the key performance areas and result indicators associated with Sports & Recreation development through the implementation of policies, procedures, systems and controls guiding critical interventions, applications and outcomes.
- Provide advice and support with respect to the Sports Development and, coordinating the operational dimensions and outcomes

ensuring that Section's priorities are adequately addressed and attended to.

SENIOR COORDINATOR (CAREER DEVELOPMENT)
(MUM030014)

Ref No: CMO14/25

Duration of Employment

Permanent

Place of Work

Youth Development

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 / B. Degree in Community Development / Human Resource Management or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Code B driver's License.
- 3 Years relevant experience.

Key Performance Requirements

- Coordinate the key performance areas and result indicators associated with Career Development Programs, Activities & Workshops through the implementation of policies, procedures, systems and controls guiding critical interventions, applications and outcomes, providing advice and support with respect to Career Development Programs and, coordinating the operational dimensions and outcomes ensuring that Section's priorities are adequately addressed and attended to. Coordinates, aligns and implements the career development strategies and objectives through consultation and participation with internal forums/ committees and external Training Authorities/ Skills Development Functions and Services.

INTERNAL AUDITOR X7

(MUM030273/274/275/276/277/278/279)

Ref No: CMO15/25

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

R440 952,65- R572 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. B Tech in Internal Auditing/ Bachelor of Science with Accounting and Auditing as Majors - NQF Level 7 or Equivalent.
- Computer Literacy –Microsoft Office.
- 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.

ADMINISTRATOR
(MUM030145)

Ref No: CMO16/25

Duration of Employment

Permanent

Place of Work

Strategic Planning

EE Plan Preferred Designated Group/s

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

Basic Salary

R280 988,61 – R364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4, plus relevant certificate accredited by SAQA - NQF Level 5 or equivalent.
- Computer Literacy - Office Application.
- 2 Years Relevant experience.

Key Performance Requirements

- Coordinate and perform administrative tasks associated with the implementation of procedures and programmes within the Strategic Planning Section, generating transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific departments for attention

MONITOR X2
(MUM030129/132)

Ref No: CMO17/25

Duration of Employment

Permanent

Place of Work

PURP

EE Plan Preferred Designated Group/s

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

Basic Salary

R183 362,57 – R238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4.
- Code B Driver's Licence.
- 6 Months relevant experience.

Key Performance Requirements

- Perform specific tasks and activities associated with infrastructure and maintenance functions for the municipality, monitoring and controlling programmer designed to accomplish key service delivery objectives with respect to public safety through the implementing of operations associated with inspection of the city, identifying with non-conforming actions, crime and/ responding/ acting appropriately.

**TELEPHONIST
(MUM030203)**

Ref No: CMO18/25

Duration of Employment

Permanent

Place of Work

Call Centre Management

EE Plan Preferred Designated Group/s

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

Basic Salary

R183 362,57 – R238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or equivalent - NQF Level 4.
- Knowledge of switchboard operations and call management procedures
- Computer Literacy - Office Applications.
- 3 months' experience in a telephone handling function or similar front-line duties

Key Performance Requirements

- Provide telephone answering support to the ICT Business Section, communicating with visitors and officials and provides general office support in the 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: **NOV 07 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 21 2025**

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



MR. SF. MNDEBELE

DATE: 13/10/2025