



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 33/2025



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).

INFRASTRUCTURE SERVICES

CHARGEHAND (ISF260113)

Ref No: ISF40/25

Duration of Employment

Permanent

Place of Work

New Works

EE Plan Preferred Designated Group/s

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

Basic Salary

R 316 393,22 – R 410 689,19 p.a. (T11)

Minimum Qualifications/ Requirements

- Trade Certificate in Plumber - NQF Level 4.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 5 Years relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with monitoring and reporting on the progress and execution of specific activities associated with New Works, Reactive Maintenance, Planned Maintenance and Water Loss, transportation of material/ equipment and personnel to/ from work sites, operating heavy and/ or specialized vehicles and general work at sites.

ARTISAN SUPERVISOR (ISF250400)

Ref No: ISF41/25

Duration of Employment

Permanent

Place of Work

Roads and Stormwater: GE and Vulindlela

EE Plan Preferred Designated Group/s

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

Basic Salary

R 316 393,22 – R 410 689,19 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate in Artisan Bricklaying - NQF Level 5.

- Valid Code C1 Driver's Licence with PrDP.
- 2 years relevant experience.

Key Performance Requirements

- Perform tasks associated with supervising and controlling personnel, undertaking tasks with the roads, road patching, stormwater, drainage, catchpit clearing, masonry/ concrete work (brickwork, kerb-laying, laying of concrete foundations, slabs, gabion works etc.), identifying, communicating and applying contingency measures in accordance with instructions to minimize specific problems/ defects, guiding personnel on routine operational activities and supporting specialist personnel with the execution of repair and maintenance sequences.

ARTISAN (PLUMBER/ FITTER) (ISF260045)

Ref No: ISF42/25

Duration of Employment

Permanent

Place of Work

Connections and Restrictions

EE Plan Preferred Designated Group/s

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

Basic Salary

R 316 393,22 – R 410 689,19 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate in Plumbing or Fitting - NQF Level 4.
- Valid Code C1 Driver's Licence with PrDP.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate and control the set-up, work in progress and completion of specialized tasks activities associated with water meter connections and restrictions, new works, reactive maintenance, water losses and planned maintenance, including, monitoring 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 and to ensure downtime and disruptions are minimized,

contributing positively towards sustaining acceptable service delivery standards.

**ADMINISTRATOR
(ISF070018)**

Ref No: ISF43/25

Duration of Employment

Permanent

Place of Work

Project Management Office

EE Plan Preferred Designated Group/s

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

Basic Salary

R 280 988,61 – R 364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus relevant certificate accredited by SAQA - NQF Level 5.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the provision of a project co-ordination, administration and financial service to the Project Management Unit and attends to the co-ordination and execution of specific administrative applications with respect to the preparation, update, maintenance, completion and submission of routine procedural/ instructional or operational forms, documentation, records and reports in order to ensure adequate and efficient administrative support is made available enabling the Section to accomplish objectives and reporting deadlines.

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 04 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. S.F. MNDEBELE
DATE: **13/10/2025**