



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 34/2025



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).

NB: These positions of Senior Managers are a re-advertisement and all qualifying applicants that applied are encouraged to re-apply.

MUNICIPAL MANAGER'S OFFICE

SENIOR MANAGER (FORENSIC INVESTIGATIONS) (MUM030285)

Ref No: CMO11/25

Duration of Employment

Permanent

Place of Work

Forensic Investigations

EE Plan Preferred Designated Group/s

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

Basic Salary

R877 173,01- R1 138 647,99 p.a. (T17)

Minimum Qualifications/ Requirements

- Matric NQF Level 4 or Equivalent. Bachelor Degree in Criminology or B Tech in Forensic Investigations.
- Or National Diploma in Commerce and in Police Administration Plus Diploma in Criminal Justice and Forensic Investigations or Certificate in Fraud or be a Certified Fraud Examiner. A candidate must have Postgraduate Diploma in Forensic investigations and Criminal Justice – NQF Level 7 or field related to Forensic Investigations Must be Registered as Professional Member of Association of Certified Fraud Examiners (ACFE)
- Computer Literacy – Office Applications
- Advanced excel skills will be an added advantage.
- Code B Driver's Licence
- 15 Years' Experience in forensic investigations with 10 Years at management level.

Key Performance Requirements

- Plan the strategic and implementation of an independent, objective and comprehensive

forensic investigations services to the Municipality and its entities and enhance and implement effective antifraud and corruption strategies.

COMMUNITY SERVICES

SENIOR MANAGER: PUBLIC SAFETY, EMERGENCY SERVICES & ENFORCEMENT (CSE390004)

Ref No: CSE51/25

Duration of Employment

Permanent

Place of Work

Public Safety

EE Plan Preferred Designated Group/s

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

Basic Salary

R1 344 270,19 – R1 478 060,29 p.a. (T20)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- B - Tech / B. Degree in Management Sciences NQF Level 7 or equivalent.
- PSIRA Grade B Registration.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 7 Years' relevant experience at a management level of which 2 years must be at senior management level.
- 7 Years' experience in Public Safety will be an added advantage.

Key Performance Requirements

- Plan, direct and lead the key performance areas and result indicators for Public Safety Emergency Services and Enforcement (Fire & Rescue Emergency Control Centre, Disaster Management, Traffic Police and Municipal Security) associated with the planning, building of socially and economically sustainable communities through safety and security planning and development framework, service standards and acquisitions, management of strategic Public Safety Emergency Services and Enforcement policies; formulation of contracts and project plans for approval and execution, and application of policies and procedures for effective services and delivery; in order to ensure priorities identified in the Integrated

Development Plan are afforded adequate attention.

CORPORATE SERVICES

SENIOR MANAGER: HUMAN RESOURCES (HRC060001)

Ref No: CORP08/25

Duration of Employment

Permanent

Place of Work

Human Resources

EE Plan Preferred Designated Group/s

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

Basic Salary

R1 085 891,26 – R1 409 587,67 p.a. (T19)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certification - NQF Level 4
- National Diploma/ B - Tech / B. Degree in Human Resource Management or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 8 Years relevant experience covering a broad range of human resources functions, of which 3 years must be at management level.

Key Performance Requirements

- Plan, lead and direct the Human Resource Management function at Msunduzi Local Municipality through the design, development and alignment of policies, procedures, systems and controls guiding critical human resources interventions, applications and outcomes.
- Provide strategic advice on the mission critical initiatives with respect to Human Resources development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

SENIOR MANAGER (DEVELOPMENT SERVICES) (SDE160003)

Ref No: SDE22/25

Duration of Employment

Permanent

Place of Work

Development Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R1 085 891,26 - R1 409 587,67 p.a. (T19)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4.
- Bachelor's Degree in Economics/ Business Management - NQF Level 7.
- Post Graduate/ Degree/ B Tech in Project Management/ Town Planning will be an added advantage.
- Proven record of managing and overseeing projects that have significant financial and strategic importance to Municipality.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 7 Years' relevant experience at a management level of which 2 years must be at senior management level.

Key Performance Requirements

- Plan and coordinate key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of economic/ business development strategies and initiatives (business licensing, business and economic development) implementing policies and procedures, investigating trends and current techniques and reporting on the appropriateness and benefits prior to introduction, optimizing performance of the economic and business development sections through the development of sound relationship with internal and external clients, interpretation of development requirement against the capacity and capability of the Business Unit to accomplish immediate, short and longer term service delivery objectives.

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

PLW

(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 21 2025 Time: 15H00

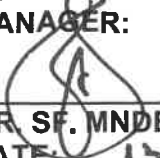
**CANVASSING OF COUNCILLORS AND/OR
OFFICIALS WILL DISQUALIFY YOUR
APPLICATION.**

**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: NOV 10 2025

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


MR. S.F. MNDEBELE

DATE: 13/10/2025