



# MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 10/2025

*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).

## CORPORATE SERVICES

### DATABASE SUPPORT OFFICER (HRC080020)

Ref No: CORP02/25

#### Duration of Employment

Permanent

#### Place of Work

Business Optimisation

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

R267 582,70 – R347 365,26 p.a. (T09)

#### Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus relevant certificate in Information Technology accredited by SAQA - NQF Level 5 or equivalent.
- Microsoft SQL Certificate will be an added advantage.
- Valid Code B Drivers License
- 2 years experience in the ICT Support Environment.

#### Key Performance Requirements

- Coordinate and perform functions pertaining to the establishment and maintenance of a comprehensive Database Information Management System associated with the preparation, capturing, storing and maintaining of data, presentation of information using database procedures, applications and tools to ensure that the Database Information System provides comprehensive and complete information supporting analysis, queries and decision-making processes.

### PRINCIPAL CLERK X3 (HRC060026/034/043)

Ref No: CORP03/25

#### Duration of Employment

## Permanent

#### Place of Work

HRM- Personnel

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

R211 111,93 – R274 008,77 p.a. (T07)

#### Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4.
- Computer Literacy – Office Applications
- 12 Months relevant experience.

#### Key Performance Requirements

- Provide clerical support to the Benefit Administrator and attends to specific clerical activities associated with the pension administration, correspondence, medical aid scheme and all relevant benefit administration function. Communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Personnel Section.

### SENIOR CLERK (HRC060018)

Ref No: CORP04/25

#### Duration of Employment

Permanent

#### Place of Work

HRM- Personnel

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

R174 614,44 - R226 662,30 p.a. (T06)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

#### Key Performance Requirements

- Provide clerical support to the Principal Clerk and attends to specific clerical activities

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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 of the Personnel 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](http://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: **APR 08 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: **APR 26 2025**

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

  
**MRS. MN. NGCOBO**  
**DATE: 24/03/2025**