



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 11/2025



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).

COMMUNITY SERVICES

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

Ref No: CSE01/25

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 280 135,48 – R1 407 542,41 p.a. (T20)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- B - Tech / B. Degree in Management Sciences NQF Level 7 or equivalent.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 7 Years' relevant experience in Public Safety.

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.

**MANAGER: SPORTS, PARKS, SERVITUDES,
RECREATION & CEMETRIES
(CSE550002)**

Ref No: CSE02/25

Duration of Employment

Permanent

Place of Work

Sports, Parks, Recreation & Cemeteries

EE Plan Preferred Designated Group/s

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

Basic Salary

R690 974,84 – R896 812,59 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- National Diploma/ B. Tech / B. Degree in Recreation and Sports Management / Environmental Health / Horticulture or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 6 Years relevant management experience.

Key Performance Requirements

- Plans and Manages the key performance areas and result indicators associated with the rehabilitation and maintenance of Horticulture, Sports & Recreation, Conservation, Environment, Cemeteries & Crematoria, and Urban Agriculture, through the implementation of policies, procedures, systems and controls guiding critical interventions, applications and outcomes, providing advice and support with respect to the Community Development and, controlling the operational dimensions and outcomes ensuring that departmental priorities are adequately addressed and attended to and, key functional areas are aligned towards sustaining and improving the efficiencies of Department.

**ASSISTANT CHIEF FIRE OFFICER (SPECIAL
PROJECTS & COMPLIANCE)
(CSE350151)**

Ref No: CSE03/25

Duration of Employment**Permanent****Place of Work****Special Projects and Compliance****EE Plan Preferred Designated Group/s****Person with Disability or African Female or Coloured Female or White Male/ Female****Basic Salary****R613 696,06 – R796 628,18 p.a. (T15)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 Certificate.
- National Diploma/ B - Tech in Fire Technology / B.Sc Degree in Engineering (Fire Technology) - NQF Level 6/7.
- Disaster Management and Emergency Planning certificates.
- Computer Literacy - Office Applications
- Valid Code C1 Driver's Licence.
- 4 years relevant experience.

Key Performance Requirements

- Manage the procedural applications, interventions and activities of the special project functionality through the planning and co-ordination of priorities and resources, reporting on outcomes and/ or proposing opportunities for improving service levels, formulating approaches and plans to address fire rescue operations at the airport and events management and implementing corrective measures to improve the status of the function or address deviations in order to ensure a safe and secure environment and the Unit is positioned to react efficiently to major threats or occurrences of fire within the municipal area, and performs Brigade Duty Officer operational command functions on a rotational basis .

**MANAGER TRAINING AND AUXILIARY SERVICES
(CSE400003)**

Ref No: CSE04/25**Duration of Employment****Permanent****Place of Work****Training and Auxiliary Services****EE Plan Preferred Designated Group/s****Person with Disability or African Female or Coloured Female or White Male/ Female****Basic Salary****R613 696,06 – R796 628,18 p.a. (T15)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 Certificate
- Relevant 3 years Tertiary Qualification, National Diploma or Degree - NQF Level 6/7.
- Examiner of Driving Licenses Grade F.
- Computer Literacy - Office Applications
- Valid Code B Driver's Licence.

- 6 years relevant experience.

Key Performance Requirements

- Coordinate the implementation of policies, procedures, systems and controls guiding critical interventions, applications and outcomes of the Traffic Section through implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and procedures designed to accomplish key service delivery objectives with respect to traffic and law enforcement management, and the co-ordination of operations associated with the enforcement of Municipal Policing Laws and By-laws in order to ensure key functional areas are aligned towards sustaining and improving the efficiencies of the Traffic Service functionality.

**SUPERINTENDENT: ENFORCEMENT
NORTHERN
(CSE400044)**

Ref No: CSE05/25**Duration of Employment****Permanent****Place of Work****Public Safety- Operations****EE Plan Preferred Designated Group/s****Person with Disability or African Female or Coloured Female or White Male/ Female****Basic Salary****R532 300,25 – R690 974,84 p.a. (T14)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 Certificate
- Diploma in Traffic and Metropolitan Policing - NQF Level 6 or equivalent.
- Computer Literacy- Office applications
- NLTA Certificate will be an added advantage.
- Fire Arm Licence.
- No Criminal Record.
- Law enforcement (police) certificate.
- Valid Code B Driver's Licence.
- 4 years relevant experience.

Key Performance Requirements

- Plan and coordinate the implementation, monitoring, evaluation and reporting sequences of outcomes associated with Traffic Safety plans and programs designed to accomplish key service delivery objectives with respect to traffic management through the co-ordination of operations associated with the enforcement of Laws and By-laws in order to ensure the risk of damage to property and/ or loss of lives is limited through prompt and efficient execution of sequences and applications.

COMMUNITY DEVELOPMENT FACILITATOR (CSE110064)

Ref No: CSE06/25

Duration of Employment

Permanent

Place of Work

ABM-Vulindlela Area Office

EE Plan Preferred Designated Group/s

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

Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- National Diploma/ B - Tech / B. Degree in Management / Community Development or equivalent - NQF Level 6/7.
- Should possess a certificate in Project Management.
- Good communication skills Bilingualism.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 years relevant experience.

Key Performance Requirements

- Coordinate the implementation, monitoring and evaluating of sequences of outcomes associated with plan and programmes designed to accomplish service delivery objectives with respect to the maintenance of community structures, Education and Training, relocation, etc.

STATION COMMANDER (CSE350026)

Ref No: CSE07/25

Duration of Employment

Permanent

Place of Work

Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- Achieved Platoon Commander Qualifications plus relevant Tertiary Qualification, preferably a Diploma in Fire Technology.
- All shortlisted candidates will undergo a practical assessment.
- Computer Literacy - Office Applications.
- Valid Code C1 Driver's Licence.
- 7 years operational experience of which 3 years must be at supervisory level (Platoon Commander).

Key Performance Requirements

- Co-ordinate the application of procedures and sequences associated with the provision of firefighting, emergency rescue and humanitarian aid services, investigation, inspection monitoring, evaluation, reporting and implementing corrective measures to improve the status of the function or address deviations in order to ensure the Watch/Shift is positioned to react efficiently to fire / rescue threats or occurrences within the municipal area.

STATION COMMANDER-TRAINING (CSE350155)

Ref No: CSE08/25

Duration of Employment

Permanent

Place of Work

Training and Public Education

EE Plan Preferred Designated Group/s

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

Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- Achieved Platoon Commander Qualifications plus relevant Tertiary Qualification, preferably a Diploma in Fire Technology.
- All shortlisted candidates will undergo a practical assessment.
- Computer Literacy - Office Applications.
- Valid Code C1 Driver's Licence.
- 7 years operational experience of which 3 years must be at supervisory level (Platoon Commander).

Key Performance Requirements

- Co-ordinate the procedural applications, interventions and activities of the Training functionality through the implementation of priorities and resources, reporting on outcomes and/ or proposing opportunities for improving service levels, formulating approaches and plans to address the provision of firefighter training, public education and awareness and implementing corrective measures to improve the status of the function or address deviations in order to ensure a safe and secure environment and the Unit is positioned to react efficiently to major threats or occurrences of fire within the municipal area.

**STATION COMMANDER-AIRPORT
(CSE350162)**

Ref No: CSE09/25

Duration of Employment

Permanent

Place of Work

Special Projects and Compliance

EE Plan Preferred Designated Group/s

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

Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- Achieved Platoon Commander Qualifications plus relevant Tertiary Qualification, preferably a Diploma in Fire Technology.
- All shortlisted candidates will undergo a practical assessment.
- Computer Literacy - Office Applications.
- Valid Code C1 Driver's Licence.
- 7 years operational experience of which 3 years must be at supervisory level (Platoon Commander).

Key Performance Requirements

- Co-ordinate the application of procedures and sequences associated with the provision of firefighting, emergency rescue and humanitarian aid services, investigation, inspection monitoring, evaluation, reporting and implementing corrective measures to improve the status of the function or address deviations in order to ensure the Watch/Shift is positioned to react efficiently to fire / rescue threats or occurrences within the municipal area.

**DISASTER MANAGEMENT OFFICER
(CSE350207)**

Ref No: CSE10/25

Duration of Employment

Permanent

Place of Work

Disaster Management

EE Plan Preferred Designated Group/s

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

Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- National Diploma/ B-Tech / B. Degree / Post Graduate Diploma in Disaster Management / Fire Technology - NQF Level 6/7 or equivalent
- Computer Literacy - Office Applications.

- Valid Code B Driver's Licence.
- 3 years' relevant experience.

Key Performance Requirements

- Co-ordinate and implement the application of procedures and sequences associated with investigation, inspection monitoring, evaluation, reporting and ensuring compliance and disseminates information and/ or advice on Emergency and Disaster Management practices and appropriate measures to curb and control risks in order to ensure effective Disaster Management procedures for the Msunduzi Municipality within the context of the Integrated Developmental Plan and Disaster Management Act No. 57 of 2002, Regulations of Gatherings Act No 205 of 1993 & Safety at Sports and recreations Act 2 of 2010.

**SOCIAL WORKER
(CSE500004)**

Ref No: CSE11/25

Duration of Employment

Permanent

Place of Work

HIV & AIDS / Social Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R419 914,97 – R545 068,79 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- National Diploma/ B. Tech / B. Degree in Social Work/ Social Science or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 Years relevant experience.

Key Performance Requirements

- Co-ordinate and control activities and key deliverables associated with the social development, upliftment and awareness of communities through the provision of counselling services pertaining to HIV/ AIDS, interacting and maintaining key contacts with a view to promoting social development in the communities and, executing planned interventions and initiatives to support social upliftment and development.

**CO-ORDINATOR: INFORMATION
(CSE220007)**

Ref No: CSE12/25

Duration of Employment

Permanent

Place of Work

Waste Management

EE Plan Preferred Designated Group/s

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

Basic Salary

R355 682,78 – R461 697,77 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- National Diploma/ B - Tech / B. Degree in Public Relations / Business Management or equivalent - NQF Level 6/7.
- Must possess relevant Training / Education and Campaign Co-ordination background.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 Years relevant experience.

Key Performance Requirements

- Co-ordinate education of the community, businesses and customers on waste management and environmental issues and elicits/solicits and maintains community, business and customer support in order to meet objectives of the Department and to provide administrative services to the waste management Unit. Co-ordinates, collects and produces in the Waste Information System (WIS) format, all information pertaining to the production, collection, waste hierarchy, transportation and land filling of waste.

**ECC SHIFT SUPERVISOR
(CSE350213)**

Ref No: CSE13/25

Duration of Employment

Permanent

Place of Work

Public Safety- Emergency Control Centre

EE Plan Preferred Designated Group/s

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

Basic Salary

R355 682,78 – R461 697,77 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/Grade 12 Certificate
- National Diploma/ B. Tech / B. Degree in Community Development/ Management/ Education or equivalent - NQF Level 6/7.
- Radio Communication Skills
- Computer Literacy- Office Applications.
- Valid Code B Drivers' licence.

- Minimum 3 years' relevant experience

Key Performance Requirements

- Coordinate and perform tasks/ activities associated with the Communications Centre through the supervision of emergency calls.
- Decide on type and number of emergency appliances to dispatch, handling of complaints and queries thus contributing to a rapid response service in maintaining a safe and efficient Public Safety and Disaster Management to the public within the Msunduzi Municipality.

**HIV/ AIDS COUNSELLOR & TRAINER
(CSE500009)**

Ref No: CSE14/25

Duration of Employment

Permanent

Place of Work

HIV & AIDS / Social Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R355 682,78 – R461 697,77 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate.
- National Diploma/ B. Tech /B. Degree in Community Development/ Management/ Education or equivalent - NQF Level 6/7.
- Certificate of Competence in HIV & AIDS Counselling/ Education.
- Bilingualism – English and Zulu.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 years' relevant experience.

Key Performance Requirements

- Performs Tasks and activities associated with the HIV/AIDS Counselling and Training within the Municipality, through implementation of educational and training programmes, providing a better understanding of people living with the HIV/AIDS virus, through the application of laid down procedures in accordance with departmental objectives.

**WARD STRATEGY FACILITATOR
(CSE500011)**

Ref No: CSE15/25

Duration of Employment

Permanent

Place of Work

HIV & AIDS / Social Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R355 682,78 – R461 697,77 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- National Diploma/ B. Tech / B. Degree in Community Development/ Management/ Education or equivalent - NQF Level 6/7.
- Certificate of Competence in HIV & AIDS Counselling/Education. Bilingualism – English and Zulu.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 years' relevant experience.

Key Performance Requirements

- Coordinate communication activities and requirements associated with the Ward Strategy Facilitation, providing support to ward committees pertaining to specific applications associated with the provision of education and treatment initiatives for HIV/AIDS and infectious disease, attending to the administration and promoting awareness programmes for the Municipality

**EDUCATION OFFICER
(CSE500017)**

Ref No: CSE16/25

Duration of Employment

Permanent

Place of Work

HIV & AIDS / Social Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R301 298,21 – R391 095,30 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- National Diploma/ B. Tech / B. Degree in Community Development/ Management/ Education or equivalent - NQF Level 6/7.
- Certificate of Competence in HIV & AIDS Counselling,
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 Years relevant experience.

Key Performance Requirements

- Coordinate the application of procedures and sequences associated with an HIV/ AIDS awareness program through inspection, monitoring, evaluation, training/ education, and reporting and, disseminates information and/ or advice on practices that negatively impact on Communities, and implement appropriate measures to curb and control HIV/ AIDS risks

in order to ensure the provision of a better quality of life in the Msunduzi region.

**ARTISAN (FITTER AND TURNER)
(CSE270014)**

Ref No: CSE17/25

Duration of Employment

Permanent

Place of Work

Building- Public Works

EE Plan Preferred Designated Group/s

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

Basic Salary

R301 298,21 – R391 095,30 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate (Fitter and Turner) / Industrial Refrigeration - NQF Level 5.
- Valid Code B Driver's Licence.
- 2 years relevant experience in repairing or installation of Air Conditioners.

Key Performance Requirements

- Coordinate and perform task/ activities associated with providing a fitting and machining 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 in accordance with specifications and quality standards.

**ARTISAN (CARPENTER)
(CSE270023)**

Ref No: CSE18/25

Duration of Employment

Permanent

Place of Work

Building- City/Northern areas

EE Plan Preferred Designated Group/s

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

Basic Salary

R301 298,21 – R391 095,30 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate (Artisan Carpenter) - NQF Level 5.
- Valid Code B Driver's Licence.
- 2 years relevant experience.

Key Performance Requirements

- Control the set-up, work in progress and completion of Carpentry maintenance activities associated with the installation, maintenance and repair to Flats, Halls and Public Buildings.

**FIREFIGHTER X2
(CSE350062/089)**

Ref No: CSE19/25

Duration of Employment

Permanent

Place of Work

Operations

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 Fire Service Firefighter 2 Certificate in Firefighting Technology. or equivalent qualification
- Hazard Operations Certificate
- Valid Code B Driver's Licence.
- 2 Years firefighting experience.

Key Performance Requirements

- Perform procedures and sequences associated with the provision of firefighting, emergency rescue and humanitarian aid services, investigation, inspection, monitoring, evaluation, reporting, and implementing corrective measures to improve the status of the function or address deviations in order to ensure the Watch/Shift is positioned to react efficiently to fire / rescue threats or occurrences within the municipal area.

**ADMINISTRATOR
(CSE350215)**

Ref No: CSE20/25

Duration of Employment

Permanent

Place of Work

Disaster Management

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 Public Administration certificate accredited by SAQA or equivalent - NQF Level 5 or equivalent.
- Computer Literacy – Office applications.
- 2 Years Relevant administrative experience.

Key Performance Requirements

- Co-ordinate and control the Departments administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information from/ to the

regions with regards to Finance activities.

**PARKS SUPERVISOR X2
(CSE550239/240)**

Ref No: CSE21/25

Duration of Employment

Permanent

Place of Work

Parks-Northern Areas

EE Plan Preferred Designated Group/s

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

Basic Salary

R237 678,20 – R308 503,23 p.a. (T08)

Minimum Qualifications/ Requirements

- Grade 12 Certificate
- A Good Working Knowledge of Horticulture.
- Valid Code C1 Driver's License and PrDP.
- Will be required to undergo training to obtain a certificate to operate a small plant.
- 18 Months relevant experience.

Key Performance Requirements

- Coordinate the operations in the Horticulture Section, through the application of laid down procedures with respect to the execution of operational plans and priorities, monitoring of personnel resource capabilities and efficiencies and implementation of corrective measures/ interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of service delivery objectives.

**SUPERVISOR
(CSE550643)**

Ref No: CSE22/25

Duration of Employment

Permanent

Place of Work

Cemeteries and Crematoria

EE Plan Preferred Designated Group/s

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

Basic Salary

R237 678,20 – R308 503,23 p.a. (T08)

Minimum Qualifications/ Requirements

- Matric / Grade Certificate.
- A Good Working Knowledge of Horticulture.
- Valid Code B Driver's License.
- Certificate of competency in the operations of small plant.
- 18 Months relevant experience.

Key Performance Requirements

- Coordinate and control the operations in the Environment Section (Cemeteries), through

the application of laid down procedures with respect to the execution of operational plans and priorities, evaluation of personnel resource capabilities and efficiencies and implementation of corrective measures/ interventions in order to ensure optimum functionality levels are maintained for the Cemetery supporting the accomplishment of service delivery objectives.

SUPERVISOR (CSE220035)

Ref No: CSE23/25

Duration of Employment

Permanent

Place of Work

Waste Garden Sites

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 Certificate
- Valid Code EC Driver's Licence with PrDP.
- Certification in supervision Certification of competency in the use of specialized plant and heavy equipment.
- Certification in supervision.
- 18 Months relevant experience.

Key Performance Requirements

- Coordinate the operations in the Street Sweeping function through the application of laid down procedures and guidelines with respect to the implementation of operational plans and priorities, in order to ensure that optimum functionality levels are maintained while supporting the accomplishment of service delivery objectives.

DRIVER (CSE220271)

Ref No: CSE24/25

Duration of Employment

Permanent

Place of Work

Waste Garden Sites

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

- Grade 10 - NQF level 2.
- Valid Code EC Driver's Licence with PrDP.

- Certification in supervision. Will be required to undergo training to obtain a certificate in the use of specialised plant and heavy equipment.
- 18 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the collection and disposal of refuse using heavy vehicles, transporting personnel/ materials, communicating and clarifying requirements with respect to refuse collection and, monitoring and correcting deviations, removal of containers in work related sequences in order to ensure that service delivery standards are maintained and, productivity targets and deadlines achieved.

AUTHORISED OFFICER X2 (CSE400220/262)

Ref No: CSE25/25

Duration of Employment

Permanent

Place of Work

Operations

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 with 120 credits
- 12 months relevant experience.

Key Performance Requirements

- Perform activities/ tasks associated with the traffic control, maintaining road and public safety and the provision of support during traffic emergency situations adhering to instructions and guidelines prior to executing specific applications/ procedures in situations.

CARETAKER X2 (CSE110090/099)

Ref No: CSE26/25

Duration of Employment

Permanent

Place of Work

Vulindlela Area Office

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

- Grade 11 - NQF Level 3 or Equivalent.

- Valid code B Driver's Licence.
- Knowledge of Building Maintenance
- 6 Months relevant experience.

Key Performance Requirements

- Undertake activities associated with maintaining cleanliness of the halls and surrounds and attending to the organization of the hall for events/ functions in accordance with instructions in order to ensure an acceptable standard of service is made available contributing to customer satisfaction.

SENIOR CLERK (CSE110101)

Ref No: CSE27/25

Duration of Employment

Permanent

Place of Work

Area Based Management

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

- Grade 11 - NQF Level 3 or Equivalent.
- Computer Literacy – Office applications.
- 6 Months relevant experience.

Key Performance Requirements

- Provide clerical support to the Area 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 of the Branch. Manages Area Managers diary, manages the area office, completion of Area reports, arranging meetings, presentations and events, general administration and documents managements, analysing of queries for referral, support function for Area Manager, Administration of leave and time off, recording of area assets, hall bookings.

SENIOR DRIVER (CSE220454)

Ref No: CSE28/25

Duration of Employment

Permanent

Place of Work

Landfill and Recycling

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

- Grade 11 - NQF Level 3 or Equivalent.
- Valid code EB Driver's Licence with PrDP.
- 6 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the driving activities in the Landfill & Recycling Site, using heavy vehicles, transporting materials and staff, communicating and clarifying requirements with respect to Landfill Site requirements and, monitoring and correcting deviations in work related sequences in order to ensure service delivery standards are maintained and, productivity targets and deadlines achieved.

HEAVY PLANT OPERATOR (CSE220464)

Ref No: CSE29/25

Duration of Employment

Permanent

Place of Work

City/Northern areas

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

- Grade 11 - NQF Level 3 or Equivalent.
- Valid Code EC Driver's Licence.
- Certification of competency in the operation of Heavy Plant.
- 6 Months relevant experience.

Key Performance Requirements

- Perform specific activities associated with landfill sequences, carrying out site refuse-moving, compaction and covering of waste using large plant (front-end loader, waste compactor), in accordance with safety and health regulations.

HANDYMAN (CSE270034)

Ref No: CSE30/25

Duration of Employment

Permanent

Place of Work

City/Northern areas

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

- Grade 11 - NQF Level 3 or Equivalent.
- Valid code B Driver's Licence.
- 6 months relevant experience (General Building Maintenance work)

Key Performance Requirements

- Perform tasks associated with the execution of general repairs and maintenance/renovations to interior/ exterior surfaces, fixtures and fittings and, plumbing systems of Public Buildings and attending to the completion of procedural functions under the supervision of the Projects Foreman.

**SENIOR CLERK
(CSE500019)**

Ref No: CSE31/25

Duration of Employment

Permanent

Place of Work

Area Based Management

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

- Grade 11 - NQF Level 3 or Equivalent.
- Computer Literacy – Office applications.
- 6 Months relevant experience.

Key Performance Requirements

- Performance general administrative tasks and activities associated with the functions in the HIV/ AIDS Section, receiving incoming and outgoing calls, maintaining filing procedures and controlling documents and correspondence flow, storage, retrieval of files in accordance with laid down procedural instructions/ guidelines.

**CARETAKER
(CSE550117)**

Ref No: CSE32/25

Duration of Employment

Permanent

Place of Work

Sports Facilities

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

- Grade 11 - NQF Level 3 or Equivalent.
- Valid code B Driver's Licence.
- Knowledge of Building Maintenance
- 6 Months relevant experience.

Key Performance Requirements

- Perform tasks and activities associated with the cleaning and maintenance operations for the Sports & Recreation section through the application of laid down procedures with respect to the execution of operational plans and priorities, supervision of the cleaning and maintenance personnel and conducting inspections, in order to ensure optimum cleaning and maintenance functionality levels are maintained supporting the accomplishment of service delivery objectives.

**CASHIER
(CSE400013)**

Ref No: CSE33/25

Duration of Employment

Permanent

Place of Work

Public Safety- Traffic Administration

EE Plan Preferred Designated Group/s

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

Basic Salary

R148 648,56 – R192 000,92 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or equivalent.
- Computer Literacy – Office Applications.
- 3 Months relevant experience.

Key Performance Requirements

- Perform tasks /activities associated with the receiving and receipting payments for services/product (rates, water, housing loans, etc.) from the public, providing information and explanation on charges and penalties, reconciling total collection against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.

**TRAFFIC WARDEN X2
(CSE400143/168)**

Ref No: CSE34/25

Duration of Employment

Permanent

Place of Work

Public Safety- Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R148 648,56 – R192 000,92 p.a. (T05)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- South African Citizenship.
- No criminal record.
- Required to undergo physical and medical tests.
- Valid Code B Driver's Licence.
- 3 months relevant experience.

Key Performance Requirements

- Performs activities/ tasks associated with the traffic control, maintaining road and public safety and the provision of support during traffic emergency situations adhering to instructions and guidelines prior to executing specific applications/ procedures in situations.

TRUCK DRIVER (CSE550108)

Ref No: CSE35/25

Duration of Employment

Permanent

Place of Work

Sports Facilities

EE Plan Preferred Designated Group/s

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

Basic Salary

R148 648,56 – R192 000,92 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent.
- Valid Code EC Driver's License with PrDP.
- 3 months' relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated in the Sports & Recreation Section with the maintenance and cleaning of municipal land in designated areas, using tractors and operating specialized equipment during maintenance activities.

TRACTOR DRIVER (CSE550259)

Ref No: CSE36/25

Duration of Employment

Permanent

Place of Work

Northern Areas

EE Plan Preferred Designated Group/s

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

Basic Salary

R148 648,56 – R192 000,92 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent.
- Valid Code B Driver's License and will be required to undergo training to obtain a certificate to operate a tractor.
- 3 months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated in the Horticulture Section with the maintenance and cleaning of municipal land in designated areas, using tractors and operating specialized equipment during maintenance activities.

TRACTOR DRIVER (CSE550353)

Ref No: CSE37/25

Duration of Employment

Permanent

Place of Work

Public Safety- Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R148 648,56 – R192 000,92 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent.
- Valid Code B Driver's License and will be required to undergo training to obtain a certificate to operate a tractor.
- 3 months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated in the Horticulture Section with the maintenance and cleaning of municipal land in designated areas, using tractors and operating specialized equipment during maintenance activities.

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/careeroportunities.

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.

