



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 12/2025



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).

ELECTRICITY SUPPLY SERVICES

CHIEF TECHNOLOGIST (ISF700007)

Ref No: ESS01/25

Duration of Employment

Permanent

Place of Work

Substations

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
- B-Tech / B.Sc in Electrical Engineering (Heavy current) - NQF Level 7.
- Eligible to be Registered as a Professional Engineer (Pr. Engineering) / Professional Technologist (Pr. Tech) with the Engineering Council of South Africa.
- Computer Literacy - Office Applications.
- Valid code B Driver's Licence.
- 5 years post qualification electrical engineering (Heavy current) and 2 years managerial experience.

Key Performance Requirements

- Plan, lead and direct the Electricity Construction & Maintenance functionality through implementation of Construction & Maintenance Projects associated with the design, development and alignment of policies, procedures, systems and controls guiding critical interventions, applications and outcomes and, providing strategic advice on the mission critical initiatives with respect to development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.

CHIEF TECHNICIAN: PROTECTION (ISF700709)

Ref No: ESS02/25

Duration of Employment

Permanent

Place of Work

Technical Support

Basic Salary

R472 769,46 – R613 696,06 p.a. (T13)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- National Diploma (S4) in Electrical Engineering (Heavy Current) or equivalent - NQF Level 6.
- Eligible to be Registered as a Professional Technician (Pr. Techni) with the Engineering Council of South Africa.
- Computer Literacy - Office Applications.
- Valid code B Driver's Licence.
- 5 Years relevant post qualification experience.

Key Performance Requirements

- Coordinate the Technical Support Unit's Maintenance and Construction functionality through implementation of HV and MV Protection Equipment Maintenance, associated with the design, implementing and alignment of policies, procedures, systems and controls guiding critical interventions, applications and outcomes and, providing strategic advice on the mission critical initiatives with respect to development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.

CLERK OF WORKS (ISF700068)

Ref No: ESS03/25

Duration of Employment

Permanent

Place of Work

Metering and Tariffs

EE Plan Preferred Designated Group/s

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

Basic Salary

PCW

R355 682,78 – R461 697,77 p.a. (T11)

Minimum Qualifications/ Requirements

- Trade Certificate (Electrical) - NQF Level 4.
- Certificate in Switching (MV) - NQF 4.
- Valid code EB Driver's Licence.
- 5 Years relevant experience.

Key Performance Requirements

- Coordinate inspection and monitoring sequences of construction and maintenance works by establishing details of the work programme, communicating safety and technical applications relating to the works, conducting checks on progress, addressing deviations from standard, measuring and determining the status of work and materials used against estimations, participating in site meetings and collating and providing information on the programme in order to ensure Contractors comply with the quality, quantity, timing and cost elements for specific maintenance/ construction works.

**TECHNICIAN/ SNR TECHNICIAN: TEST X3
(ISF700713/714/715)**

Ref No: ESS04/25

Duration of Employment

Permanent

Place of Work

Technical Support

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 - NQF Level 4.
- National Diploma (S4) in Electrical Engineering (Heavy Current) or equivalent - NQF Level 6.
- Computer Literacy - Office Applications.
- Valid code B Driver's Licence. Will be required to obtain PrDP.
- 1 Years relevant experience.

Key Performance Requirements

- Coordinate the set-up, work in progress and completion of specialized tasks activities associated with the installation and maintenance of Traffic Signals and Telephones, etc, guiding personnel and attending to routine/ general administrative recording requirements in the Sub-Section.

Additional KPA's

- Implement key technical procedures, set-up, work in progress and completion of specialised tasks associated with the testing, fault location and commissioning tests on electrical infrastructure/ equipment, etc.

- Guide personnel and attend to routine/ general administrative recording requirements in the Sub Section.
- Disseminate technical information, in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.

**TECHNICIAN/ SNR TECHNICIAN: RADIO &
TELECOMS X2
(ISF700720/721)**

Ref No: ESS05/25

Duration of Employment

Permanent

Place of Work

Technical Support

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 - NQF Level 4.
- National Diploma (S4) in Electrical Engineering (Heavy Current) or equivalent - NQF Level 6.
- Eligible to register with ECSA.
- Computer Literacy - Office Applications.
- Valid code C1 Driver's Licence. Will be required to obtain PrDP.
- 1 Years relevant experience.

Key Performance Requirements

- Apply technical procedures and applications associated with the development of specific software, maintaining and repairing communication, telemetry and electronic devices, preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring accurate design and specifications are available to support the scoping, planning, execution and evaluation of planned maintenance projects.

**TECHNICIAN/ SNR TECHNICIAN: SCADA X2
(ISF700722/723)**

Ref No: ESS06/25

Duration of Employment

Permanent

Place of Work

Technical Support

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 - NQF Level 4.
- National Diploma (S4) in Electrical Engineering (Light current - Radio telecoms /Communication) or equivalent - NQF Level 6.
- Eligible to register with ECSA.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence. Will be required to obtain PrDP.
- 1 Years relevant experience.

Key Performance Requirements

- Apply key technical procedures and applications associated with providing support to the Principal Technician, with the MV & HV Control functions and monitoring the implementation and execution of electrical distribution networks and, disseminating technical information, in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.

ELECTRICIAN X4 (ISF700077/086/089/095)

Ref No: ESS07/25

Duration of Employment

Permanent

Place of Work

Metering and Tariffs

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 (Electrical) - NQF Level 4.
- Will be required to obtain certificate in Switching (MV) within 24 months from the date of appointment).
- Valid code EB Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate and control the New Connection and Service Alteration Planning operations, through the application of laid down procedures with respect to the execution of operational plans and priorities, producing preliminary designs for allocated released projects, liaising with internal Customer Services and external customers, interpreting customer's technical requirements for network supply solutions, and implementation of corrective measures/ interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of customer service delivery objectives.

Additional KPA's

- Coordinate the set-up, work in progress and completion of specialized tasks activities associated with the service installation, maintenance and repairs to electricity meters, guiding personnel and, attending to routine/ general administrative recording requirements in the Sub-Section.

ELECTRICIAN X2 (ISF700141/142)

Ref No: ESS08/25

Duration of Employment

Permanent

Place of Work

Revenue Enhancement

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 (Electrical) - NQF Level 4.
- Will be required to obtain certificate in Switching (MV) within 24 months from the date of appointment).
- Valid code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate the set-up, work in progress and completion of specialized tasks activities associated with the service installation, maintenance and repairs to electricity meters, guiding personnel and, attending to routine/ general administrative recording requirements in the Sub-Section.

Additional KPA.

- Liaising with internal customer services and external customers
- Working live mains (OHL & VG)

SWITCHING OFFICER X2 (ISF700425/426)

Ref No: ESS09/25

Duration of Employment

Permanent

Place of Work

Substations

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 (Electrical) - NQF Level 4.
- LV, MV & HV Authorization - Competency.
- Valid code B Driver's Licence.
- 2 years relevant experience.

Key Performance Requirements

- Apply key technical procedures and applications associated with providing support to the Senior Control Officer, with the MV & HV Control functions and monitoring the implementation and execution of electrical distribution networks and, disseminating technical information, in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.

SERVICEMAN (ISF700150)

Ref No: ESS10/25

Duration of Employment

Permanent

Place of Work

Installation Audit

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 with Mathematics and Physics /N3 Electrical - NQF Level 4 will be required to obtain Level 2 Disconnection and Reconnection Competence Certificate within 12 months.
- Valid code B Driver's Licence.
- 1 Year relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the disconnection and reconnection of electrical meters (working on live mains) in the Customer Services Section (Electricity), to provide an effective and efficient customer service in accordance to the requirements of the Section.
- Working on over headlines and underground mains.

PRINCIPAL CLERK (DISPATCH) (ISF700442)

Ref No: ESS11/25

Duration of Employment

Permanent

Place of Work

Substations

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.
- Will be required to work long hours.
- 12 months relevant experience.

Key Performance Requirements

- Attend to tasks associated with the operations of the Control Room, receiving, responding and/ or transferring messages and information to facilitate and co-ordinate specific action or intervention and, provides general office clerical support to enable accomplishment of specific service delivery related requirements and/ or instructions for the Electricity, Water & Sanitation and Disaster Management Services.

SENIOR CLERK (ISF700015)

Ref No: ESS12/25

Duration of Employment

Permanent

Place of Work

Electricity

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.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform tasks associated with the registering, recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing applications associated with the registry and records functionality.

SENIOR CLERK (ISF700018)

Ref No: ESS13/25

Duration of Employment

Permanent

Place of Work

Electricity

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.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Performs specific clerical tasks associated with the processing of work orders, sundry payments and specific information associated with the clerical activities in the Sub- Section, in accordance to the requirements of the Section.

SENIOR CLERK (ISF700046)

Ref No: ESS14/54

Duration of Employment

Permanent

Place of Work

Electrical Planning

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.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Perform tasks/activities associated with providing assistance for the preparation, capturing, storing and maintaining of data, presentation of information using database procedures, applications and tools to ensure that the Geographic Information System and updating Cadastral Drawings and maps using Arcview and Arcmap databases in the Electricity Section.

SENIOR CLERK (ISF700061)

Ref No: ESS15/54

Duration of Employment

Permanent

Place of Work

Revenue 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.
- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Coordinate and control tasks/ activities at the Customer Services Section associated with communicating with stakeholders on complaints, queries, and information, performs customer liaison functions related to electricity/water, in accordance to the requirements of 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: 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: MAR 26 2025

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


MRS. MN. NGCOBO

DATE: 24/03/2025