



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 14/2025



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).

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

MANAGER (ENVIRONMENTAL HEALTH) (SDE500001)

Ref No: SDE01/25

Duration of Employment

Permanent

Place of Work

Environmental Health

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 912,59 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ Degree in Environmental Health - NQF Level 6/7.
- Registration with Health Professionals Council of South Africa (HPCSA)
- Computer Literacy – Office applications.
- Valid Code B Driver's Licence.
- 4 years relevant experience.

Key Performance Requirements

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives and statutory requirements related to environmental health in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Msunduzi area.

ENVIRONMENTAL SCIENTIST (PLANNING POLICY IMPLEMENTATION & REVIEW) (SDE160094)

Ref No: SDE02/25

Duration of Employment

Permanent

Place of Work

Environmental Management

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
- B Tech / B. Sc Degree in Environmental Management or equivalent - NQF Level 7.
- Registered with EAPASA/ SACNASP.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 4 Years relevant experience

Key Performance Requirements

- Develop an evaluation methodology and score card and undertake an evaluation of ecosystem goods and services for priority ecological infrastructure; Prepare a flood risk model and develop relevant policies, guidelines and bylaws, integrate the Environmental management framework and Conservation Plan mapping into the SDF, LUMS and Local Area Plans. Develop and refine the municipal Sustainability Framework and undertake sustainability appraisals of all municipal plans, policies and programs, develop a spatial infrastructure cost model, develop capacity of relevant environmental forums including the LA21 Environmental Forum; undertake an environmental vulnerability and risk assessment and develop policies and strategies to reduce vulnerability and risk.

ENVIRONMENTAL SCIENTIST (ENVIRONMENTAL TRAINING & EDUCATION) (SDE160095)

Ref No: SDE03/25

Duration of Employment

Permanent

Place of Work

Environmental Management

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
- B Tech / B. Sc Degree in Environmental Management or equivalent - NQF Level 7.
- Registered with EAPASA / SACNASP.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 4 Years relevant experience.

Key Performance Requirements

- Design and develop environmental management and sustainability training materials, Design and Implement relevant environmental training courses and programs; Develop an interactive web based environmental information system; Design and facilitate the development of environmental information booklets and brochures.

**TOWN PLANNER
(SDE630005)**

Ref No: SDE04/25

Duration of Employment

Permanent

Place of Work

GEVDI

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 - NQF Level 4.
- National Diploma/ B Tech / B. Degree in Town Planning - NQF Level 6/7.
- Registration with the South African Council for Planners as a Professional Planner.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 4 years relevant experience.

Key Performance Requirements

- Provide a professional Town and Regional Planning service for the Msunduzi Municipality through the preparation and adoption of a Hierarchy of Strategic and Development Plans and Planning within the Vulindlela Area. Policy Formulation in support of a Land Use Management System to guide and direct future growth in the Municipality's geographical area, including the execution and application of procedures, regulations and standards in order to ensure plans and related policies identified in the Integrated

Development Plan are afforded priority. Preparation or monitoring of the Comprehensive Rural Development Programme.

**SENIOR MUSEUM OFFICER EDUCATION & TECHNICAL OFFICER
(SDE050002)**

Ref No: SDE05/25

Duration of Employment

Permanent

Place of Work

Gallery and Theatre

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
- B Tech / B. Degree in Museology/ Art – History or equivalent - NQF Level 7.
- Computer Literacy – Office Applications.
- Code B Driving licence.
- 4-5 years professional experience in an art Museum Environment, and 1-2 years junior management experience including supervisory experience.

Key Performance Requirements

- Coordinate and oversee the key performance areas associated with Tatham Art Gallery as an art museum through the provision of professional guidance and support, approaches and concepts, analysing and evaluating the adequacy of proposals to meet objectives, controlling project outcomes and, communicating and/ or providing explanations/ recommendations based on best practices associated with the designing and, overseeing projects and programmes that support the Unit, Gallery Board of Trustees and community stakeholder requirements.

**PROJECT OFFICER (PLANNING)
(SDE310015)**

Ref No: SDE06/25

Duration of Employment

Permanent

Place of Work

Planning

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 or B. Sc Degree in Construction / Quantity Surveying or equivalent - NQF Level 6/7.
- Registration with the South African Council for Planners as a Professional Town Planner.
- Certificate in Project Management.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 Years relevant experience.

Key Performance Requirements

- Provide a project engineering management service with respect to the execution and implementation of average to high complexity type Architectural projects through the management of the process of analysing, investigating, assessing and mapping out critical deliverables and costing frameworks, preparing and defending contractual terms or, resolving disputes and, providing information and advice on best practices to guide, enable and ensure key project milestones are accomplished in accordance with Housing objectives and budgeted capital budgeted frameworks.

PROJECT OFFICER (INFORMAL SETTLEMENTS) (SDE310025)

Ref No: SDE07/25

Duration of Employment

Permanent

Place of Work

Informal Settlements

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 - NQF Level 4.
- National Diploma/ B Tech / B. Degree in Town Planning or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Provide a project engineering management service with respect to the execution and implementation of average to high complexity type Architectural projects through the management of the process of analyzing, investigating, assessing and mapping out critical deliverables and costing frameworks, preparing and defending contractual terms or, resolving disputes and, providing information and advice on best practices to guide, enable and ensure key project milestones are

accomplished in accordance with Housing objectives and budgeted capital budgeted frameworks.

TOWN PLANNING INSPECTOR (SDE160055)

Ref No: SDE08/25

Duration of Employment

Permanent

Place of Work

Development Management

EE Plan Preferred Designated Group/s

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

Basic Salary

R355 682,78 – 461 697,77 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate- NQF Level 4
- National Diploma/ B Tech / B. Degree in Town Planning or equivalent - NQF Level 6/7.
- Registration with the South African Council for Planners as a Technical / Candidate Planner.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 3 year's relevant experience.

Key Performance Requirements

- Process and monitor sequences associated with monitoring compliance with buildings/ land use encompassed in National Building Regulations, Spatial Planning and land use Management Act (no 16 of 2013) and Town Planning Schemes, and roads layout with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices.

TOWN PLANNING INSPECTOR X2 (SDE160062/063)

Ref No: SDE09/25

Duration of Employment

Permanent

Place of Work

Development Management

EE Plan Preferred Designated Group/s

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

Basic Salary

R355 682,78 – 461 697,77 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate - NQF Level 4.
- National Diploma/ B Tech / B. Degree in Town Planning or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.

- 3 years relevant experience.

Key Performance Requirements

- Process and monitor sequences associated with monitoring compliance with buildings/ land use encompassed in National Building Regulations, Spatial Planning and land use Management Act (no 16 of 2013) and Town Planning Schemes, and roads layout with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices.

BUILDING INSPECTOR X2 (SDE170026/027)

Ref No: SDE10/25

Duration of Employment

Permanent

Place of Work

Building Control

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 plus relevant certificate accredited by SAQA / Trade Certificate in Building Industry - NQF Level 5.
- Knowledge of the Built Environment.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Processes and monitors sequences associated with monitoring compliance with buildings/ construction standards, procedures, regulations and specifications encompassed in National Building Regulations and Town Planning Schemes, Fire Prevention Practice, and roads layout with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices.

LICENCING INSPECTOR X2 (SDE160023/024)

Ref No: SDE11/25

Duration of Employment

Permanent

Place of Work

Licensing

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 Law Enforcement certificate accredited by SAQA - NQF Level 5.
- Certified as a Peace Officer.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Performs tasks and activities associated with the control and regulation of formal and informal business licencing and registration in terms of the Business Licencing Act No. 71 of 1997, through procedural applications designed to accomplish key services delivery objectives in accordance to requirements of the Section, and Business regulations, street trading by-laws.

ADMINISTRATOR (HOUSING APPLICATIONS (SDE310055)

Ref No: SDE12/25

Duration of Employment

Permanent

Place of Work

Housing Administration

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 accredited by SAQA - NQF Level 5 or equivalent.
- Computer Literacy - Office Application.
- Code B Driver's Licence.
- 2 Years Relevant experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of Housing information in respect of Housing matters relating to applications/sales/tenancies for Council houses, flats, etc, generating reports detailing the status of the Housing Applications and Tenancies (sales, acquisitions and lease), attending to and/ or forwarding disputes, queries/ complaints to relevant departments/ business units for attention, implementing resolutions and

communicating the outcomes.

ADMINISTRATOR (TENANCIES AND SALES)
(SDE310056)

Ref No: SDE13/25

Duration of Employment

Permanent

Place of Work

Housing Administration

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 accredited by SAQA - NQF Level 5 or equivalent.
- Computer Literacy - Office Application.
- Code B Driver's Licence.
- 2 Years Relevant experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of Housing information in respect of Housing matters relating to applications/sales/tenancies for Council houses, flats, etc, generating reports detailing the status of the Housing Applications and Tenancies (sales, acquisitions and lease), attending to and/ or forwarding disputes, queries/ complaints to relevant departments/ business units for attention, implementing resolutions and communicating the outcomes.

MARKET INSPECTOR
(SDE450012)

Ref No: SDE14/25

Duration of Employment

Permanent

Place of Work

Housing Administration

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 accredited by SAQA - NQF Level 5 or equivalent.
- Computer Literacy - Office Application.
- Code B Driver's Licence.
- 2 Years Relevant experience in inventory Management or in Fresh produce.

Key Performance Requirements

- Coordinate sequence associated with monitoring compliance with standards, procedures, and floor regulations with regards to consignment controls, stock control, communication with agents preparing and presenting investigational and qualitative reports and issuing compliance notices to align practices of non-conformance to regulations.

SECRETARY
(SDE160038)

Ref No: SDE15/25

Duration of Employment

Permanent

Place of Work

Planning and Environmental 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

R211 111,93 – R274 008,77 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus relevant certificate accredited by SAQA - NQF Level 5.
- Computer Literacy - Office Applications.
- 2 Years relevant experience.

Key Performance Requirements

- Provide secretarial support to the Department Head 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 Department and/ or Municipality.

DRIVER/ SUPERVISOR
(SDE170069)

Ref No: SDE16/25

Duration of Employment

Permanent

Place of Work

Land Survey

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 plus relevant certificate accredited by SAQA - NQF Level 5.
- Valid code B driver's license.
- 12 Months relevant experience.

Key Performance Requirements

- To provide a supervision support function to the Principal Survey Technician in addition to performing the usual survey fieldwork duties.

OPERATIONS CONTROLLER (SDE450013)

Ref No: SDE17/25

Duration of Employment

Permanent

Place of Work

Market 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.
- Security Qualification Grade D.
- Registration with PSIRA
- Valid code B Driver's Licence.
- 12 months relevant experience.

Key Performance Requirements

- Perform activities/ tasks associated with the safekeeping of the market from criminal elements, safety of the banking and properly secures the market on week – ends.

SENIOR CLERK X2 (SDE310061/062)

Ref No: SDE18/25

Duration of Employment

Permanent

Place of Work

Housing 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

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

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate - NQF Level 4 or Equivalent.
- Computer Literacy - Office Applications.
- 6 months relevant administration experience

Key Performance Requirements

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

Additional KPA's

- Attend to queries from Public.
- Maintain a record of leases and other documents.
- Typing of minutes, reports and other correspondence.
- Registering of applications on database and update filing system.

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.

APR 08 2025
Closing Date: _____ 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: **28/03/2025**