



MSUNDUZI MUNICIPALITY

INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 17/2025



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).

MUNICIPAL MANAGER'S OFFICE

MANAGER (IDP)
(MUM030107)

Ref No: CMO05/25

Duration of Employment

Permanent

Place of Work

IDP

EE Plan Preferred Designated Group/s

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

Basic Salary

R 725 592,79 – R 941 847,87 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- National Diploma/ B - Tech / B. Degree in Town and Regional Planning/ Public Management/ Public Administration/ Project Management/ Economics - NQF Level 6/7 or equivalent.
- Computer Literacy – Office Applications.
- Code B Driver's Licence.
- 6 Years relevant experience.

Key Performance Requirements

- Manage the functional key performance areas, processes and procedures associated with the planning, drafting and review of the Integrated Development Plan, interpreting and aligning objectives towards the accomplishment of specific outcomes and, reporting on the application, intervention and achievement of developmental initiative according to the vision strategies and policies of the Integrated Development initiative in the interests of the local community promoting sustainable development aimed at improving quality of life.

ADMINISTRATION OFFICER
(MUM030299)

Ref No: CMO06/25

Duration of Employment

Permanent

Place of Work

Internal Audit

EE Plan Preferred Designated Group/s

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

Basic Salary

R316 393,22 – R410 689.17 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate with relevant NQF Level 5 Certificate.
- Knowledge of SAP, ERP System.
- Computer Literacy – Working knowledge of MS Office.
- 2 years' administration experience.

Key Performance Requirements

- Co-ordinate and controls the Departments administrative functionality and attends to the administration of Personnel Records, updating, circulating and maintenance of information. Attending to the implementation and execution of specific administrative functions and communicating with internal and external stakeholders.

EXECUTIVE SECRETARY
(MUM030206)

Ref No: CMO07/25

Duration of Employment

Permanent

Place of Work

Communications and IGR

EE Plan Preferred Designated Group/s

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

Basic Salary

R 221 688,67 – R 287 736,59 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric/Grade 12 Certificate - plus relevant certificate or equivalent - NQF Level 5.
- Computer Literacy - Office Applications.
- 2 Years Administrative / Secretarial / Clerical or any other relevant experience.

Key Performance Requirements

- Provide general clerical functions and attends to specific office support/ clerical activities in respect of organizing the delivery/ collection

and circulation requirements and copy-typing and/ or preparing presentation and discussion packs for circulation on behalf of departmental personnel in order to ensure an efficient service is made available and, customer and community needs professionally attended to in accordance with laid down service delivery standards and departmental guidelines.

**CALL CENTRE AGENT X2
(MUM030181/201)**

Ref No: CMO08/25

Duration of Employment

Permanent

Place of Work

Call Centre 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

R 183 362,57 - R 238 018,17 p.a. T06

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Perform specific clerical procedures involving complaints, queries, and enquiries in the Call Centre Units, and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

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: AUG 20 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: AUG 07 2025

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

MRS. MN. NGCOBO

DATE: 22/07/2025