



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 18/2025



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

STATION COMMANDER (CSE350023)

Ref No: CSE39/25

Duration of Employment

Permanent

Place of Work

Fire-Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R 440 952,65 – R 572 376,74 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- 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) (CSE350154)

Ref No: CSE40/25

Duration of Employment

Permanent

Place of Work

Fire-Training and Public Education

EE Plan Preferred Designated Group/s

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

Basic Salary

R 440 952,65 – R 572 376,74 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- 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-ordinates 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.

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**INSPECTOR
(CSE410010)**

Ref No: CSE42/25

Duration of Employment

Permanent

Place of Work

Security

EE Plan Preferred Designated Group/s

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

Basic Salary

R 373 502,38 – R 484 829,02 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/Grade 12 Certificate
- National Diploma/ Degree/ Advanced Diploma in Security Risk Management or equivalent - NQF Level 6/7.
- Firearm Licence. No Criminal Record, Law enforcement (police) certificate.
- Computer Literacy.
- Valid Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Coordinate and control the tasks and activities associated with the functionality pertaining to security requirements for the Municipality, through continuous monitoring and inspection of Councils properties, identifying with non-conforming actions, crime and/ or security breaches, responding appropriately, reporting on the status and proceeding with questioning, arresting, charging and/ or detaining offenders, and supervising the performance of the Security Officers.

**SITE SUPERVISOR (RECYCLING & LANDFILL)
(CSE220453)**

Ref No: CSE43/25

Duration of Employment

Permanent

Place of Work

Landfill and Recycling

EE Plan Preferred Designated Group/s

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

Basic Salary

R 280 988,61 – R 364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric / Grade 12 Certificate plus relevant Certificate accredited by SAQA - NQF level 5.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate and control the set-up, work in progress and completion of specialized tasks activities associated with the Landfill & Recycling, including, monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/ general inspections of operations, contributing to the accomplishment of the Section's objectives.

**WEIGHBRIDGE CONTROLLER
(CSE220456)**

Ref No: CSE44/25

Duration of Employment

Permanent

Place of Work

Landfill and Recycling

EE Plan Preferred Designated Group/s

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

Basic Salary

R 280 988,61 – R 364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric / Grade 12 Certificate plus relevant Certificate accredited by SAQA - NQF level 5.
- Book-keeping certificate will be an added advantage.
- Certificate of competency in the use of the weighbridge will be an added advantage.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate and control the application of processing payments procedures in terms of Weighbridge transactions within the Landfill Site by attending to the classification of waste, reporting, processing and reconciliation of account receivable transactions and attending to specific administrative processes (capturing

to specific administrative processes (capturing of data) associated with payments and correspondences.

Additional KPA

- Supervise weighbridge operators, weighbridge system and all works associated with landfill disposal financial transactions

ECC CONTROLLER (CSE350223)

Ref No: CSE45/25

Duration of Employment

Permanent

Place of Work

Emergency Control Centre

EE Plan Preferred Designated Group/s

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

Basic Salary

R 280 988,61 – R 364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric / Grade 12 Certificate - plus any relevant certificate accredited by SAQA (Disaster Management / Fire / Traffic / Security Certificate) - NQF Level 5 or equivalent.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 Years 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 Fire, Emergency & Disaster Management Services.

COMMUNITY WORKER (CSE500014)

Ref No: CSE46/25

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

R 280 988,61 – R 364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric / Grade 12 Certificate - NQF Level 4 or equivalent. Certificate of Competence in HIV & AIDS Counselling.
- Ability to speak English - Zulu.

- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Attending to HIV/ AIDS community social development programmes aimed at responding to community needs emanating from the effects of HIV/AIDS and at promoting the acquisition of specific skills amongst the community members, and to counsel members of the community relating to HIV/AIDS, in accordance to the procedures of the Section.

DRIVER/ SUPERVISOR (CSE220035)

Ref No: CSE47/25

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

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

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate - NQF level 4.
- Certification of competency in the use of specialized plant and heavy equipment.
- Certification in supervision will be an added advantage.
- Valid Code EC Driver's Licence with PrDP.
- 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.

SECURITY OFFICERX5 (CSE410024/054/085/095/114)

Ref No: CSE48/25

Duration of Employment

Permanent

Place of Work

Security

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
- Registration with the Security Officers Board – Grade D/E.
- Peace Officer Certificate will be an added advantage.
- Valid Code B Driver's License.
- Firearm Competence Certificate
- 12 months' relevant experience.

Key Performance Requirements

- Perform specific tasks and activities associated with security functions for the municipality, monitoring and controlling access to buildings and, continuous patrolling and monitoring, identifying with non-conforming actions, crime and/ or security breaches, responding/ acting appropriately, reporting on the status and proceeding with questioning and/ or detaining offenders.

**WEIGHBRIDGE OPERATOR
(CSE220463)**

Ref No: CSE49/25

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

R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate NQF Level 4 or Equivalent.
- Certificate of competency in the use of the weighbridge will be an added advantage.
- 6 Months Relevant experience.

Key Performance Requirements

- Implements and controls the application of processing payments procedures in terms of Weighbridge transactions within the Landfill Site by attending to the classification of waste, reporting, processing and reconciliation of account receivable transactions and attending to specific administrative processes (capturing of data) associated with payments and correspondences.

**SENIOR CLERK
(CSE400022)**

Ref No: CSE50/25

Duration of Employment

Permanent

Place of Work

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

R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate NQF Level 4 or Equivalent.
- Computer Literacy - Office Applications.
- 6 Months Relevant experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of information associated with Traffic Administration activities, generating transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific Sections for attention and resolution.

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: **28-07-2025**