



# MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 21/2025



*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).

## CORPORATE SERVICES

### SYSTEMS AND REMUNERATIONS OFFICER (HRC060009)

Ref No: CORP05/25

#### Duration of Employment

Permanent

#### Place of Work

Personnel

#### 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/ Grade 12 Certificate - NQF Level 4
- National Diploma/ Degree in Human Resources Management - NQF Level 6/7 or Relevant and Equivalent
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence
- 3 Years Relevant Human Resources or Payroll experience

#### Key Performance Requirements

- Coordinate an effective service to the Systems & Remuneration functionality by amending, adjusting and reviewing systems and procedures (e.g. SAP/ Pay Day Salary System) against departmental, statutory (SARS, Magistrates Emolument & Garnishee Act, Municipal Financial Management Act, Pension Fund Regulations, Medical Aid Regulations, etc.) and audit guidelines; reviewing and participating in the development and implementation of financial expenditure applications capable of satisfying Business Unit Plan requirements and aligning expenditure financial management systems to the Business Plan.

### EAP PRACTITIONER (HRC060100)

Ref No: CORP06/25

#### Duration of Employment

Permanent

#### Place of Work

Occupational Health and Safety

#### 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/ Grade 12 Certificate - NQF Level 4
- Degree in Industrial Psychology/ Bachelor of Psychology/ Bachelor of Social Work
- Certificate in E.A.P. with experience in employee assistance programme
- Code B Driver's License.
- Computer Literacy – Office Applications.
- 3 years relevant experience

#### Key Performance Requirements

- Operational planning, implementing and reporting of short- and long-term objectives of the Wellness Subunit. Establish procedure, systems and control measures. Drawing up of an effective health promotion programme based on National Health Calendar. Coordinates the implementation of employee wellness programmes, ensures compliance with OHSA and COIDA. Coordinates a Wellness strategy and reviews Wellness related policies.

### WEB MASTER (HRC080015)

Ref No: CORP07/25

#### Duration of Employment

Permanent

#### Place of Work

Business Optimisation

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

R 316 393,22 – R 410 689,19 p.a. (T10)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate- NQF Level 4
- National Diploma / B. Degree in Information Technology / Computer Science or equivalent - NQF Level 6/7.
- Certificate in Web Design/ Web Development.
- Code B Driver's Licence.
- 3 years' experience as a Webmaster or in a similar web-related role and experience with sharepoint (2019 or Online) is an added advantage.

### **Key Performance Requirements**

- Design of Council web page, including graphics, animation and functionality. Develop web page infrastructure and application related to pages with more advanced graphics and features and monitoring web server engine and site technical performance. Implement search engine optimization strategies, promote client's websites online to increase prominence within their web community where possible, work closely with the Marketing Unit to set and ensure marketing campaigns achieve anticipated targets.
- Advise on the improvement, result, competition and new direction in technology to assist with marketing of Msunduzi branch, ensure regular communication and emails contact with Council users in terms of Corporate Communications, documentation of procedures and processes.

**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](http://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: \_\_\_\_\_**