



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 26/2025



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 (CSE350007)

Ref No: CSE51/25

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.

LIBRARIAN (CSE620047)

Ref No: CSE52/25

Duration of Employment

Permanent

Place of Work

Technical Services

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 / Grade12 Certificate
- B -Tech / B. Degree in Library and Information Sciences or equivalent - NQF 7.
- Registration with the Library and Information Association of South Africa (LIASA).
- Code B Driver's Licence.
- Computer Literacy - Office Applications.
- 1 year's relevant experience.

Key Performance Requirements

- Support the provision of an adult reference library service by performing professional functions required to meet customer needs, interacting and providing users with information from various media.

FIREFIGHTER X2 (CSE350059/080)

Ref No: CSE53/25

Duration of Employment

Permanent

Place of Work

Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R280 988,61 – R364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus Fire Service Firefighter 2 Certificate in Firefighting Technology. or equivalent qualification
- Hazmat Operations Certificate
- Valid Code B Driver's Licence.
- 2 Years firefighting experience.

Key Performance Requirements

- Perform procedures and sequences associated with the provision of firefighting, emergency rescue and humanitarian aid services, investigation, inspection, monitoring, evaluation, reporting, and implementing

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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.

**CONSERVATION SUPERVISOR
(CSE550023)**

Ref No: CSE54/25

Duration of Employment

Permanent

Place of Work

Security

EE Plan Preferred Designated Group/s

Person with Disability 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
- Code EC Driver's Licence with PrDP.
- Certification in supervision.
- Will be required to undergo training to obtain a certificate to operate specialized plant and heavy equipment.
- 12 Months relevant experience.

Key Performance Requirements

- Control the operations in the Conservation Section, through the application of laid down procedures with respect to the execution of operational plans and priorities, monitoring of personnel resource capabilities and efficiencies and implementation of corrective measures/ interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of service delivery objectives.

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: NOV 04 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: OCT 21 2025

THE ADVERTISING OF THESE POSTS IS
AUTHORISED BY THE MUNICIPAL
MANAGER:

MR. SF. MNDEBELE

DATE:


13/10/2025