



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 30/2026



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

HUMAN RESOURCES MANAGER (HRC060051)

Ref No: CORP09/26

Duration of Employment

Permanent

Place of Work

HR Support: Community Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R644 442,20 – R836 539,17 p.a. (T15)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B Degree in Human Resources Management / Management Sciences - NQF Level 6/7 or equivalent.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 Years relevant experience in Human Resources Management.

Key Performance Requirements

- Manage the Human Resources Support function for the relevant Strategic Business Units through the alignment and implementation of policies, procedures, systems and controls guiding critical human resources interventions, applications and outcomes and, providing specific advice on the mission critical initiatives with respect to Human Resource Management and support aimed at supporting the Strategic Business Unit's and the accomplishment of the Municipality's key performance areas and 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: 29 JUL 2026 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: 16 JUL 2026

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


MR. SF MNDEBELE

DATE: 8/07/2026