



# MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 23/2025



*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).

## SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

### TOWN PLANNER (SDE310005)

Ref No: SDE19/25

#### Duration of Employment

Permanent

#### Place of Work

Planning

#### EE Plan Preferred Designated Group/s

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

#### Basic Salary

R 558 968,59 – R 725 592,79 p.a. (T14)

#### Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate
- B Tech / B. Degree in Town Planning or equivalent - NQF Level 7.
- Registration with the South African Council for Planners as a Professional Planner.
- Computer Literacy - Office Applications.
- Valid Code B Drivers Licence.
- 4 years relevant experience.

#### Key Performance Requirements

- Provide a professional Town and Regional Planning service for the Msunduzi Municipality. Manages the Spatial Planning Unit by planning, organizing, co-ordinating and controlling staff, functions and activities in order to ensure the strategic, sustainable and planned future development of Msunduzi Municipality.
- The post is further essential for the achievement of spatially linked objectives of the IDP as well as the implementation of the objectives of the Spatial Development Framework, including the preparation and adoption of a Hierarchy of Strategic and Development Plans and Planning Policy Formulation in support of a Land Use Management System to guide and direct

future growth in the Municipality's geographical area.

### PROJECT OFFICER (SDE310015)

Ref No: SDE20/25

#### Duration of Employment

Permanent

#### Place of Work

Planning

#### 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
- B – Tech/ Degree in Town and regional Planning - NQF Level 7.
- Registration with the South African Council for Planners as a Professional Planner.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 Years relevant experience.

#### Key Performance Requirements

- Provide a project engineering management service with respect to the execution and implementation of average to high complexity type Architectural projects through the management of the process of analyzing, investigating, assessing and mapping out critical deliverables and costing frameworks, preparing and defending contractual terms or, resolving disputes and, providing information and advice on best practices to guide, enable and ensure key project milestones are accomplished in accordance with Housing objectives and budgeted capital budgeted frameworks.

**NB: below post is a re-advertisement and candidates who have applied are encouraged to not to re-apply.**

### TOWN PLANNING INSPECTOR (SDE160055)

Ref No: SDE08/25

#### Duration of Employment

Permanent

#### Place of Work

Development Management

ILW

**EE Plan Preferred Designated Group/s**  
**Person with Disability or African Male/Female or White Male/ Female**

**Basic Salary**

**R355 682,78 – 461 697,77 p.a. (T11)**

**Minimum Qualifications/ Requirements**

- Matric/ Grade 12 Certificate- NQF Level 4
- National Diploma/ B Tech / B. Degree in Town Planning or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 3 year's relevant experience.

**Key Performance Requirements**

- Process and monitor sequences associated with monitoring compliance with buildings/ land use encompassed in National Building Regulations, Spatial Planning and land use Management Act (no 16 of 2013) and Town Planning Schemes, and roads layout with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices.

**EDUCATION OFFICER (ART)**  
**(SDE050006)**

**Ref No: SDE21/25**

**Duration of Employment**

**Permanent**

**Place of Work**

**Gallery and Theatre**

**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
- National Diploma/ Degree in Fine Art / Visual Art/ Teaching with Art History/ Art Theory- NQF Level 6/7 or equivalent.
- Computer Literacy - Office Application.
- Valid Code B Driver's Licence.
- 2 Years Relevant experience as Art Education and training practitioner.

**Key Performance Requirements**

- Plan and implement visual art education and visual literacy strategy to meet objectives associated with the Tatham Art Gallery permanent collection and temporary exhibitions through consultation and participation with gallery staff, committees and external education institutions, visual art groups/ individuals, cultural groups, other

museums and public, researching, designing and facilitating programmes to create/ produce adequate educational and publicity material and activities.

**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.

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Circulated Date: AUG 07 2025

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

  
**MRS. MN. NGCOBO**

**DATE:** \_\_\_\_\_