



# Msunduzi Municipality



## EXTERNAL ADVERTS

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).  
**NB: All qualifications must be accredited by South African Qualifications Authority (SAQA)**

### BUDGET AND TREASURY OFFICE

#### FINANCIAL MANAGER (COMMUNITY SERVICES) (FIN120051)

VAC No: FIN05/20

##### Basic Salary

R569 276.79 – R738 943.72 pa (T16)

##### Qualifications/ Requirements

- B.Tech / B Degree in Accounting / Financial Management or equivalent – NQF Level 7
- Registration as a CA/CIMA/CIS will be an added advantage
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 6 Years relevant experience.

##### Key Performance Requirements

Responsible for overseeing the outcomes associated with the Financial Support Services to the relevant Business Unit through the Implementation of laid down policies and procedures dictating financial reporting and recording, executing accounting procedures and processes associated with controlling financial accounts, investments and fixed asset administration and guiding personnel on specific applications and or clarifying instructions and requirements.

#### FINANCIAL MANAGER (INFRASTRUCTURE SERVICES) (FIN120061)

VAC No: FIN06/20

##### Basic Salary

R569 276.79 – R738 943.72 pa (T16)

##### Qualifications/ Requirements

- B. Tech / B. Degree in Accounting / Financial Management or equivalent - NQF Level 7.
- Registration as a CA/CIMA/CIS will be an added advantage
- Computer literacy - Office Applications.
- Code B Driver's Licence.
- 6 years relevant experience.

##### Key Performance Requirements

Responsible for the management of outcomes associated with the Financial Support Services to the relevant Business Unit through the implementation of laid down policies and procedures dictating financial reporting and recording; executing accounting procedures and processes associated with controlling financial accounts, investments and fixed asset administration; and guiding personnel on specific applications and/ or clarifying instructions and requirements.

### COMMUNITY SERVICES

#### PROJECT FOREMAN (CSE 270020)

VAC No: CSE06/20

##### Basic Salary

R345 957.35 – R449 068.39 pa (T12)

##### Qualifications/ Requirements

- Trade Certificate in Plumbing or Carpentry - NQF Level 4.
- Supervisory Certificate.
- Computer Literacy - Office Applications.
- A Valid Driver's Licence - Minimum Code B.
- 5 Years relevant experience.

##### Key Performance Requirements

Coordinates the maintenance operations of the Public Buildings, inclusive of monitoring and implementing procedures, maintaining effectiveness of repair and maintenance to Public Buildings, establishing resource requirements, planning and scheduling work for planned and predictive programmes and evaluating outcomes, monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

#### HANDYMAN (CSE 270042)

VAC No: CSE10/20

##### Basic Salary

R 143 860.42 – R186 741.35 pa (T6)

##### Qualifications/ Requirements

- An appropriate level of secondary education - NQF Level 3
- Code B Driver's Licence, will be an advantage
- 2 Years relevant experience (General Building Maintenance work)

##### Key Performance Requirements

Performs tasks associated with the execution of general repairs and maintenance/renovations to interior/ exterior surfaces, fixtures and fittings and, plumbing systems of Public Buildings and attending to the completion of procedural functions under the supervision of the Projects Foreman.

### INFRASTRUCTURE SERVICES

#### CHIEF TECHNICIAN (PLANNING) (ISF 250017)

VAC No: ISF26/20

##### Basic Salary

R389 502.81 – R505 608.77 pa (T13)

##### Qualifications/ Requirements

- National Diploma in Civil Engineering specialising in Transportation - NQF Level 6 or equivalent
- B - Tech in Transportation – NQF Level 7 will be an added advantage.
- Registered as a Professional Technician (Pr. Techni) professional (Pr. Technologist) / with the Engineering Council of South Africa will be an added advantage.
- Interpretation of engineering drawings, investigations and providing solutions.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- Minimum 5 years working experience on Traffic Impact Assessments / and development engineering. Further relevant working experience in a statutory applications / development applications environment.

##### Key Performance Requirements

Coordinates and implements outcomes associated with Transportation Planning functions, relating to the Strategic Transportation Planning and Systems Analysis, and Conceptual Planning, Design and Infrastructure Development, executing operational plans and monitoring outcomes and, attending to processes aimed at ensuring compliance through the provision of guidance and advice, planning and analysis in order to ensure objectives and established outcomes are accomplished in accordance with the Integrated Transport Plan and in compliance with the National Land Transportation Act.

#### TECHNICIAN (ISF700716)

VAC No: ISF27/20

##### Basic Salary

R293 038.10 – R380 381.21 pa (T11)

##### Qualifications/ Requirements

- National Diploma (S4) in Electrical Engineering (Heavy Current) or equivalent - NQF Level 6.

- Computer Literacy - Office Applications.
- Code B Driver's Licence. Will be required to obtain PrDP.
- 1 Year relevant experience.

#### Key Performance Requirements

Applies key technical procedures and applications associated with providing support to the Chief Technician Protection, with the MV & HV Control functions and monitoring the implementation and execution of electrical distribution networks and, disseminating technical information, in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.

#### TECHNICIAN (ISF700720)

VAC No: ISF28/20

#### Basic Salary

R293 038.10 – R380 381.21pa (T11)

#### Qualifications/ Requirements

- National Diploma (S4) in Electrical Engineering (Light Current / Telecommunications / Radio) or equivalent - NQF Level 6.
- Computer Literacy - Office Applications.
- Code B Driver's Licence. Will be required to obtain PrDP.
- 1 Year relevant experience.

#### Key Performance Requirements

Applies technical procedures and applications associated with the development of specific software, maintaining and repairing communication, telemetry and electronic devices, preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring accurate design and specifications are available to support the scoping, planning, execution and evaluation of planned maintenance projects.

#### CHIEF TECHNOLOGIST (DESIGN) (ISF26007)

VAC No: ISF29/20

#### Basic Salary

R505 608.72 – R656 321.93 pa (T15)

#### Qualifications/ Requirements

- B-Tech / B.Sc Degree in Civil Engineering or equivalent - NQF Level 7.
- Registered as a Professional Engineer or Pr. Technologist with the Engineering Council of S.A.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 3 Years relevant experience.

#### Key Performance Requirements

Design of water and sanitation related infrastructure projects. Carry out investigations, surveys, design, engineering calculations and preparation of working drawings and estimates for water and sanitation supply schemes. Compilation of design reports, and bid documents. Check and comment on the designs submitted by other external stakeholders. Contribute to the preparation of the construction estimates. Control updates to Water & Sanitation municipal standards. Provide technical advice and support to the internal technical team. Develop and maintain strong and relationship with key stakeholders such as planning, assets management, maintenance team.

## SUSTAINABLE DEVELOPMENT

#### MANAGER (ENVIRONMENTAL MANAGEMENT) (SDE160092)

VAC No: SDE10/20

#### Basic Salary

R688 201.78 – R893 346.73 pa (T17)

#### Qualifications/ Requirements

- Honours Degree in Environmental Management
- Certificate and Designation as an Environmental Management Inspector, an or registration with SA Council of Natural Scientific Professions
- Registered with EAPASA
- Computer Literacy - Office Applications
- Code B Driver's Licence
- Five years relevant experience within the Environmental Management and two years supervisor experience in Environmental Management.

#### Key Performance Requirements

Management and oversight of the sub-units projects and functions; Monitor and facilitate compliance with environmental policy and legislation; Undertake and facilitate environmental strategic planning and the development of policy and plans, Facilitate, develop and participate in strategies and fora to promote and enhance cooperative governance on environmental matters; Evaluate priorities and develop environmental capacity to ensure compliance with policy and legislative responsibilities

and mandates to address all environmental issues and ensure sustainability. Identify budgetary requirements and draft Business plans for Environmental projects; Coordinate and develop environmental input into the IDP; Develop strategies and facilitate the integration of sustainability and biodiversity planning with all levels of municipal planning and development.

**THE ADVERTISING OF THESE POSTS IS AUTHORISED BY THE CITY MANAGER: MR M. KHATHIDE**

A written application must be submitted on the Msunduzi Application Form of Employment - *to be obtained from the City Hall- at the Security Desk, at Professor Nyembezi Building on the Ground Floor, libraries around the Msunduzi Area and ABM offices, as well as on www.msunduzi.gov.za* The form needs to be filled in completely and signed on the last page (in the event that the Application form is not properly/fully completed, the application shall not be considered).

The following attachments are required:

- The Application form
- Detailed CV with two referees with current contact information
- Certified copies of qualifications / certificates, ID and Driver's licence (certified within 3 months or less of the closing date)
- Applicants are requested to furnish telephone number/s at which they may be contacted.

**APPLICANTS ARE REQUESTED TO WRITE THEIR PAY NUMBERS AT THE TOP OF THE APPLICATION FORM**

The application needs to be addressed to the Senior Manager: Human Resource Management and be posted in the box provided on the Ground Floor next to the Security Desk at Professor Nyembezi Centre Pietermaritzburg or posted to Private Bag X321, Pietermaritzburg, 3200. Enquiries Ms B. Mbanda 033 392 2848.

Closing date 10 December 2020 at no later than 15h00.

#### 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 **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.

**CANVASSING OF COUNCILLORS AND/OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION.**

THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS

Msunduzi Municipality is an Affirmative Action/ Employment Equity Employer. Msunduzi Municipality is guided by the principle of Employment Equity. People with disabilities are encouraged to apply.

Please note that Qualifications that are not SAQA accredited (South African Qualification Authority) will not be considered.

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, Persons with Disabilities and Women are encouraged to apply.

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