



# MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 01/2024/FC

*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)**

**NB: These posts are re-advertised, therefore candidates that have previously applied may re-apply.**

## COMMUNITY SERVICES

**SECURITY OFFICER X4  
(CSE410121/122/123/124)**

**Ref No: CSE09/24**

### **Duration of Employment**

**Six (06) Months Fixed Term Contract**

### **Place of Work**

**Security**

### **Basic Salary**

**R199 035, 46 – R258 334, 33 p.a. (T07)**

### **Minimum Qualifications/ Requirements**

- Matric / Grade 12 - NQF Level 4.
- Registration with the Security Officers Board – Grade D/E.
- Peace Officer Certificate will be an added advantage.
- Valid Code B Driver's License.
- Firearms License.
- 12 months' relevant experience.

### **Key Performance Requirements**

- Perform specific tasks and activities associated with security functions for the municipality, monitoring and controlling access to buildings and, continuous patrolling and monitoring, identifying with non-conforming actions, crime and/ or security breaches, responding/ acting appropriately, reporting on the status and proceeding with questioning and/ or detaining offenders.

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](http://www.msunduzi.gov.za). 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) applications 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 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 **WILL NOT** be considered

All interviews will be done in English.

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DEPUTY MUNICIPAL  
MANAGER  
CORPORATE SERVICES

TCD

Should there be no correspondence from the Municipality within sixteen weeks after the closing date, kindly consider your Application to be unsuccessful.

Closing Date: 14 FEB 2024 Time: 15H00

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

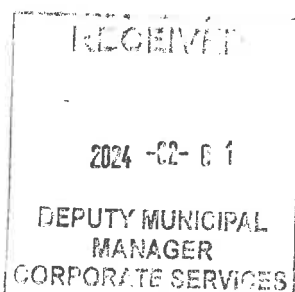
**THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS**

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, Persons with Disabilities and Women are encouraged to apply.

Circulated Date: 12 FEB 2024  
THE ADVERTISING OF THESE POSTS IS AUTHORIZED BY THE CITY MANAGER:

  
MR. L.H. MAPHOLOBA

DATE: 09/02/2024



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