



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 02/2024

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).

BUDGET AND TREASURY OFFICE

ACCOUNTANT (FINANCIAL MANAGEMENT) (FIN120077)

Ref No: FIN01/24

Duration of Employment

Permanent

Place of Work

Finance and Cash Management

Basic Salary

R 335 336, 25 - R 513 888, 59 p.a. T12

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- National Diploma/ B. Tech / B. Degree in Accounting / Financial Management or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Valid code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Co – ordinate and control the application of accounting procedures by attending to the verification reporting, processing and reconciliation of account receivable transaction to support analysis, identification and recovery overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payment certification and correspondences.

REVENUE CLEARANCE OFFICER (FIN100008)

Ref No: FIN02/24

Duration of Employment

Permanent

Place of Work

Rates and Auxiliary services

Basic Salary

R246 920.12 – R333 491.03 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 with Accounting plus relevant certificate accredited by SAQA or equivalent - NQF Level 5.
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 years' relevant experience.

Key Performance Requirements

- Perform specific administration and accounting procedures involving payments/revenue collection on arrear accounts, resolving queries, retrieval of relevant documentation.
- Overseeing enquiries related to overdue accounts, executing debt recovery sequences, attending to enquiries and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

SENIOR CLERK (FIN100045)

Ref No: FIN03/24

Duration of Employment

Permanent

Place of Work

Customer Care

Basic Salary

R 164 625, 78 - R 213 696, 28 p.a. T06

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Accounting - NQF Level 4.
- Computer literacy - Office Applications.
- Valid code Driver's Licence.
- 6 Months relevant experience.

Key Performance Requirements

- Perform specific clerical tasks associated with the updating of information associated with the activities in the Customer Care section, generating transactional/ instructional documentation/ correspondence, receiving and transferring complaints/ enquiries and providing general office support in specific functional areas

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**CASHIER
(FIN100099)**

Ref No: FIN04/24

Duration of Employment

Permanent

Place of Work

Cashiers

Basic Salary

R 140 145, 24 – R 181 017, 67 p.a. T05

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent
- Computer Literacy- Office Applications
- 3 months administrative experience

Key Performance Requirements

- Perform tasks /activities associated with the receiving and receipting payments for services/product (rates, water, housing loans, etc.) from the public, providing information and explanation on charges and penalties, reconciling total collection against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.

MUNICIPAL MANAGER'S OFFICE

**PRINCIPAL CLERK (COMMUNITY LIAISON)
(MUM030169)**

Ref No: CMO01/24

Duration of Employment

Permanent

Place of Work

Call Centre Management

Basic Salary

R 199 035, 46 - R 258 334, 33 p.a. T07

Minimum Qualifications/ Requirements

- Matric/Grade 12 - NQF Level 4.
- Computer Literacy - Office Applications.
- Valid code B Driver's Licence.
- 12 Months relevant experience.

Key Performance Requirements

- Coordinate and control tasks/ activities at the Marketing and Communications Section associated with communicating with stakeholders on complaints, queries, and information and performing customer liaison functions related to infrastructure, in accordance to the requirements of the Section.

**CALL CENTRE AGENT
(MUM030176)**

Ref No: FIN02/24

Duration of Employment

Permanent

Place of Work

Call Centre Management

Basic Salary

R 164 625, 78 - R 213 696, 28 p.a. T06

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Computer Literacy - Office Applications.
- 6 Months relevant experience.

Key Performance Requirements

- Perform specific clerical procedures involving complaints, queries, and enquiries in the Call Centre Units, and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

CORPORATE SERVICES

**CHIEF LEGAL ADVISOR
(HRC010009)**

Ref No: CORP01/24

Duration of Employment

Permanent

Place of Work

Legal Services

Basic Salary

R 787 539, 33 - R 1 022 295, 61 p.a. T17

Minimum Qualifications/ Requirements

- Matric/Grade 12 - NQF Level 4.
- B. Degree LLB or equivalent - NQF Level 7.
- Admission as an Attorney or Advocate.
- Computer Literacy- Office Applications.
- Valid code B Driver's Licence.
- 6 years relevant experience in litigation and drafting legal instruments.

Key Performance Requirements

- Manage the key performance areas of the Legal Service functionality through the provision of legal advice on pro-active and reactive basis by applying knowledge of relevant legislation, statutes, ordinances, common law and case law, providing practical recommendation and solutions, examining and reviewing current legal strategies to address awareness and relationships, coordinating and implementing legal interventions and initiatives and, providing advice and guidance on the development of effective, professional and sustainable legal approaches and conducting research on legal case studies and legal precedents to manage Contractual and Supply Chain Management related legal implications and risks.

**HUMAN RESOURCE OFFICER
(HRC060055)**

Ref No: CORP02/24

Duration of Employment

Permanent

Place of Work**HR Support: CM/Finance/Corporate Services****Basic Salary****R 269 509, 21- R 368 723, 03 p.a. T10****Minimum Qualifications/ Requirements**

- Matric/Grade 12 - plus relevant certificate in Human Resources Management accredited by SAQA or equivalent - NQF Level 5.
- Computer Literacy – Office Applications.
- 2 years relevant experience.

Key Performance Requirements

- Coordinate specific tasks associated with the provision of a Human Resource Service, through the application of laid down procedures, providing, seeking and presenting information on the interventions and processes in order to ensure adequate guidance and support is made available to employees and/ or the employer with respect to comprehending and understanding organizational and legislative procedures related to the functionality. Provides supervision to clerical staff.

COMMUNITY SERVICES**CHIEF SECURITY OFFICER
(CSE410001)****Ref No: CSE01/24****Duration of Employment****Permanent****Place of Work****Security****Basic Salary****R 787 539, 33 - R 1 022 295, 61 p.a. T17****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 - NQF level 4
- National Diploma/ B Degree in Security Management - NQF Level 6/7 or equivalent.
- Fire Arm Competency Certificate (Handgun, Shotgun and Rifle)
- Computer Literacy Office Applications.
- No Criminal Record.
- Valid code B Driver's Licence.
- 6 years relevant experience in Security Management.

Key Performance Requirements

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives with respect to public safety and Security Management through the co-ordination of operations associated with the enforcement of Laws and By-laws and, the provision of an efficient Security Services in order to ensure the risk of damage to property

and/ or loss of lives is limited through prompt and efficient execution of sequences and applications.

**SUPERINTENDENT
(CSE400043)****Ref No: CSE02/24****Duration of Employment****Permanent****Place of Work****Public Safety Operations****Basic Salary****R 501 850, 47 - R 651 448, 22 p.a. T14****Minimum Qualifications/ Requirements**

- Matric / Grade 12 –NQF Level 4 or Equivalent.
- National Diploma/ Degree in Traffic and Metropolitan Policing - NQF Level 6/7 or equivalent.
- Fire Arm Competency Certificate (Handgun)
- Computer Literacy - Office Applications.
- No Criminal Record.
- Valid code EC Driver's Licence.
- 4 years relevant experience.

Key Performance Requirements

- Plan and coordinate the implementation, monitoring, evaluation and reporting sequences of outcomes associated with Traffic Safety plans and programs designed to accomplish key service delivery objectives with respect to traffic management through the co-ordination of operations associated with the enforcement of Laws and By-laws in order to ensure the risk of damage to property and/ or loss of lives is limited through prompt and efficient execution of sequences and applications.

**COMMUNITY DEVELOPMENT FACILITATOR
X2
(CSE110011/012)****Ref No: CSE03/24****Duration of Employment****Permanent****Place of Work****Northern Area Office****Basic Salary****R 335 336, 25 - R 513 888, 59 p.a. T12****Minimum Qualifications/ Requirements**

- Matric/Grade 12 - NQF Level 4.
- National Diploma/ B - Tech / B. Degree in Public Management / Community Development or equivalent - NQF Level 6/7.
- Project Management certificate will be an added advantage.
- Good communication skills Bi/lingualism.
- Computer Literacy - Office Applications.
- Valid code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Coordinate the implementation, monitoring and evaluating of sequences of outcomes associated with plan and programmes designed to accomplish service delivery objectives with respect to the maintenance of community structures, Education and Training, relocation, etc.

STATION COMMANDER (TRAINING) (CSE350155)

Ref No: CSE04/24

Duration of Employment

Permanent

Place of Work

Training and Public Education

Basic Salary

R 335 336, 25 - R 513 888, 59 p.a. T12

Minimum Qualifications/ Requirements

- National Diploma in Fire Technology.
- Computer Literacy - Office Applications.
- Valid code EC Driver's Licence.
- Training Instructor Certificate- ETDP
- Knowledge of LGSETA Procedure.
- 3 Years operational experience at Supervisory level, (Platoon Commander).

Key Performance Requirements

- Co-ordinate the procedural applications, interventions and activities of the Training functionality through the implementation of priorities and resources, reporting on outcomes and/ or proposing opportunities for improving service levels, formulating approaches and plans to address the provision of firefighter training, public education and awareness and implementing corrective measures to improve the status of the function or address deviations in order to ensure a safe and secure environment and the Unit is positioned to react efficiently to major threats or occurrences of fire within the municipal area.

FIREFIGHTER X2 (CSE350044/048)

Ref No: CSE05/24

Duration of Employment

Permanent

Place of Work

Operations

Basic Salary

R252 275, 86 – R327 494, 53 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus Fire Service Firefighter 2 Certificate in Firefighting Technology Accredited by SAQA - NQF Level 5. or equivalent qualification
- Hazard 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 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.

TRAFFIC OFFICER X2 (CSE400066/084)

Ref No: CSE06/24

Duration of Employment

Permanent

Place of Work

Public Safety: Operations

Basic Salary

R 252 275, 86 – R 327 494, 53 p.a. T09

Minimum Qualifications/ Requirements

- Matric/ Grade 12 – NQF Level 4.
- Traffic and Municipal Police Officers qualification OR Equivalent – NQF Level 5 .
- South African Citizen.
- No criminal record.
- Required to undergo medical and physical testing.
- Valid code B driving licence.
- 2 years' relevant work experience as a Traffic Warden.

Key Performance Requirements

- Perform activities/ tasks associated with the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency and rescue personnel during major disasters in order to ensure any risk to public safety or contravention to traffic regulations and specific by-laws identified and corrective/ compliance measures enforced on offenders, and is required to enforce the law, etc in the Traffic Office.

TRAFFIC OFFICER X2 (CSE400066/084)

Ref No: CSE06/24

Duration of Employment

Permanent

Place of Work

Public Safety: Operations

Basic Salary**R 252 275, 86 – R 327 494, 53 p.a. T09****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 – NQF Level 4.
- Traffic and Municipal Police Officers qualification OR Equivalent – NQF Level 5 .
- South African Citizen.
- No criminal record.
- Required to undergo medical and physical testing.
- Valid codeB driving licence.
- 2 years' relevant work experience as a Traffic Warden.

Key Performance Requirements

- Perform activities/ tasks associated with the provision of a traffic and community policing service by monitoring and attending to situations associated with minimizing traffic congestion or offences committed causing inconvenience and risk to public safety, enforcing compliance and supporting emergency and rescue personnel during major disasters in order to ensure any risk to public safety or contravention to traffic regulations and specific by-laws identified and corrective/ compliance measures enforced on offenders, and is required to enforce the law, etc in the Traffic Office.

**DRIVER / SUPERVISOR
(CSE220025)**

Ref No: CSE07/24

Duration of Employment**Permanent****Place of Work****Waste Container Services****Basic Salary****R 199 035, 46 - R 258 334, 33 p.a. T07****Minimum Qualifications/ Requirements**

- Matric / Grade 12 - NQF level 4.
- Valid codeEC Driver's Licence with PrDP.
- Will be required to undergo training to obtain a certificate in the operation of Plant.
- Certification in supervision.
- 12 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the collection and disposal of refuse including street sweepings in bags and other types of refuse including illegal dumping, using heavy vehicles, compactors and Containers with container lifting trucks, transporting personnel/ materials, communicating and clarifying requirements with respect to all refuse collection and or other collection as instructed to, and monitoring and correcting deviations in work related sequences in order to ensure

service delivery standards are maintained and, productivity targets and deadlines achieved.

**PARKS SUPERVISOR
(CSE550242)**

Ref No: CSE09/24

Duration of Employment**Permanent****Place of Work****Parks: Northern Areas****Basic Salary****R 224 082, 02 - R 290 855, 57 p.a. T07****Minimum Qualifications/ Requirements**

- Matric / Grade 12 - NQF Level 4.
- A Good Working Knowledge of Horticulture.
- Valid code C1 Driver's License and PrDP.
- Will be required to undergo training to obtain a certificate to operate a small plant.
- 18 Months relevant experience.

Key Performance Requirements

- Coordinate the operations in the Horticulture 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.

**SECURITY OFFICER
(CSE410015)**

Ref No: CSE10/24

Duration of Employment**Permanent****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.

**HANDYMAN
(CSE270035)**

Ref No: CSE11/24

Duration of Employment

Permanent

Place of Work

Building- City/Northern areas

Basic Salary

R 164 625, 78 - R 213 696, 28 p.a. T06

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Valid code B Driver's Licence.
- 6 months relevant experience (General Maintenance work)

Key Performance Requirements

- Perform 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.

**SENIOR CLERK
(CSE400016)**

Ref No: CSE12/24

Duration of Employment

Permanent

Place of Work

Traffic Administration

Basic Salary

R 164 625, 78 - R 213 696, 28 p.a. T06

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Computer Literacy – Office Applications.
- 6 Months relevant experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of information associated with Traffic Administration activities, generating transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific Sections for attention and resolution.

**SENIOR CLERK
(CSE400030)**

Ref No: CSE13/24

Duration of Employment

Permanent

Place of Work

Training and Auxiliary Services

Basic Salary

R 164 625, 78 - R 213 696, 28 p.a. T06

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Computer Literacy – Office Applications.
- 6 Months relevant experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of information associated with the income and expenditure activities in the Sub- Section, generating transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific departments for attention and resolution, controlling and monitoring all movable assets.

**CARETAKER
(CSE620121)**

Ref No: CSE15/24

Duration of Employment

Permanent

Place of Work

Library Administration

Basic Salary

R 164 625, 78 - R 213 696, 28 p.a. T06

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Valid code B Driver's Licence.
- 6 Months relevant experience General Building Maintenance.

Key Performance Requirements

- Undertake activities associated with maintaining cleanliness of the libraries and surrounds and attending to the organization of the library for events/ functions in accordance with instructions in order to ensure an acceptable standard of service is made available contributing to customer satisfaction.

**RECEPTIONIST
(CSE110055)**

Ref No: CSE16/24

Duration of Employment

Permanent

Place of Work

Area Based Management

Basic Salary

R 140 145, 24 – R 181 017, 67 p.a. T05

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent
- Computer Literacy- Office Applications
- Minimum 3 months administrative experience

Key Performance Requirements

- Provide a Receptionist/ Telephonist service and attends to specific office support/ clerical

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activities to ensure an efficient service is made available and, customer needs professionally attended to in accordance with laid down service delivery standards and departmental guidelines.

**TRAFFIC WARDEN
(CSE400143)**

Ref No: CSE17/24

Duration of Employment

Permanent

Place of Work

Operations

Basic Salary

R 140 145,24 – R 181 017,67 p.a. (T05)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4.
- South African Citizenship.
- No criminal record.
- Required to undergo physical and medical tests.
- Valid code B Driver's Licence.
- 3 months relevant experience.

Key Performance Requirements

- Perform activities/ tasks associated with the traffic control, maintaining road and public safety and the provision of support during traffic emergency situations adhering to instructions and guidelines prior to executing specific applications/ procedures in situations.

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- Performs activities/ tasks associated with the traffic control, Traffic Law enforcement maintaining free flow of Traffic on the road, Maintain General Public safety, the provision of support during traffic emergency situations and adhering to instructions and guidelines prior to executing specific applications/ procedures in situations.

**DRIVER
(CSE110137)**

Ref No: CSE18/24

Duration of Employment

Permanent

Place of Work

Area Based Management

Basic Salary

R 127 467, 06 – R 164 625, 78 p.a. (T04)

Minimum Qualifications/ Requirements

- Appropriate level of Primary Education - NQF Level 1.
- Valid code B Driver's Licence.
- 1 Month relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the transportation of staff and goods to/from work sites, attending to delivery and collection of correspondences.

INFRASTRUCTURE SERVICES

**CHIEF ENGINEER (PLANNING, DESIGNING
&CO
(ISF260002)**

Ref No: ISF09/24

Duration of Employment

Permanent

Place of Work

Planning, Design and Construction Monit

Basic Salary

R 787 539, 33 - R 1 022 295, 61 p.a. T17

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF level 4
- 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.
- Valid code B Driver's Licence.
- 7 Years relevant post registration experience at a senior level in the Civil Engineering field.

Key Performance Requirements

- Manage the key performance areas and result indicators Water & Sanitation Department associated with the formulation and review of the Water and Sanitation Designs and Plans, identification and prioritization of needs and measures necessary to address the provision of water and sanitation services, communicating with functional and community based role-players, approving and monitoring the execution and application of procedures regulations and standards in order to ensure priorities of the Municipality complies with requirements in terms of provider of Water Services Authority for the region.

**FOREMAN (PLANNED MAINTANANCE)
(ISF260437)**

Ref No: ISF10/24

Duration of Employment

Permanent

Place of Work

Planned Maintenance

Basic Salary

R 335 336, 25 - R 513 888, 59 p.a. T12

Minimum Qualifications/ Requirements

- Trade Certificate in Fitter & Turner/ Plumbing/ Bricklaying - NQF Level 4.
- Valid code B Driver's Licence.

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- 5 Years relevant experience.

Key Performance Requirements

- Coordinate workflow processes associated with and controls the operations of the Sanitation Operations Maintenance Section, inclusive of monitoring and through the implementation of procedures, , applications, systems and controls, Ops maintenance of pumps, manholes, high pressure cleaning, sewer connections, attending to blockages, clearing of septic tanks and general sanitation maintenance programs, establishing resource requirements, planning and scheduling programs including construction/ maintenance(pipe-work and manholes) and evaluating outcomes, monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

TECHNICIAN (ISF250035)

Ref No: ISF11/24

Duration of Employment

Permanent

Place of Work

Road Safety

Basic Salary

R 284 062, 70 - R 435 286, 75 p.a. T11

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF level 4
- National Diploma in Civil Engineering specialising in Transportation or equivalent - NQF Level 6.
- Registration as a Candidate Technician with the Engineering Council of South Africa within 3 months of employment plus internal assessment.
- Computer Literacy - Office Applications.
- Valid code B Driver's Licence.
- 1 Year relevant experience.

Key Performance Requirements

- Apply technical procedure and application associated with providing support to Senior Engineer / Technologist Road and Safety with the Traffic Signal and Telephone function and monitoring the implementation and execution of traffic signal and telephone installation and, disseminating technical information, in order to ensure objective and established outcome are accomplished in accordance with agreed terms, specifications, cost and standards of quality.

CHARGEHAND

(ISF260477)

Ref No: ISF12/24

Duration of Employment

Permanent

Place of Work

Capital

Basic Salary

R 284 062, 70 - R 435 286, 75 p.a. T11

Minimum Qualifications/ Requirements

- Trade Certificate in Brick Laying - NQF Level 4.
- Valid code B Drivers Licence with PrDP.
- 5 Years experience.

Key Performance Requirements

- Perform tasks/ activities associated with monitoring and reporting on the progress and execution of specific activities associated with Sanitation Services (main laying, blockages, manhole construction, etc.), transportation of material/ equipment and personnel to/ from work sites, operating heavy and/ or specialized vehicles and general work at sites.

ARTISAN (ELECTRICIAN) (ISF250042)

Ref No: ISF13/24

Duration of Employment

Permanent

Place of Work

Road Safety

Basic Salary

R 269 509, 21 - R 368 723, 03 p.a. T10

Minimum Qualifications/ Requirements

- Trade Certificate (Electrical) - NQF Level 4.
- Valid code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate the set-up, work in progress and completion of specialized tasks activities associated with the installation and maintenance of Traffic Signals and Telephones, etc, guiding personnel and, attending to routine/ general administrative recording requirements in the Sub-Section.

ARTISAN (BRICKLAYER) (ISF250246)

Ref No: ISF14/24

Duration of Employment

Permanent

Place of Work

Roads and Stormwater: Central

Basic Salary

R 269 509, 21 - R 368 723, 03 p.a. T10

Minimum Qualifications/ Requirements

- Trade Certificate (Bricklaying) - NQF Level 4.
- Valid code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Perform tasks associated with supervising and controlling personnel, undertaking tasks with the roads, masonry/ concrete work (brickwork, kerb-laying, laying of concrete foundations, slabs, Gabion Works etc.), identifying, communicating and applying contingency measures in accordance with instructions to minimize specific problems/ defects, guiding personnel on routine operational activities and supporting specialist personnel with the execution of repair and maintenance sequences.

**ARTISAN (PLUMBER/ FITTER) X2
(ISF260061/065)**

Ref No: ISF15/24

Duration of Employment

Permanent

Place of Work

Connections and Restrictions

Basic Salary

R 269 509, 21 - R 368 723, 03 p.a. T10

Minimum Qualifications/ Requirements

- Trade Certificate (Plumbing / Fitting) - NQF Level 4.
- Valid code C1 Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate and control the set-up, work in progress and completion of specialized tasks activities associated with water meter connections and restrictions, new works, reactive maintenance, water losses and planned maintenance, including, monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives and to ensure downtime and disruptions are minimized, contributing positively towards sustaining acceptable service delivery standards.

**ARTISAN (PLUMBER/ FITTER) X2
(ISF260181/186)**

Ref No: ISF16/24

Duration of Employment

Permanent

Place of Work

Reactive Maintenance

Basic Salary

R 269 509, 21 - R 368 723, 03 p.a. T10

Minimum Qualifications/ Requirements

- Trade Certificate (Plumbing / Fitting) - NQF Level 4.

- Valid code C1 Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate and control the set-up, work in progress and completion of specialized tasks activities associated with water meter connections and restrictions, new works, reactive maintenance, water losses and planned maintenance, including, monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives and to ensure downtime and disruptions are minimized, contributing positively towards sustaining acceptable service delivery standards.

**SECRETARY
(ISF070017)**

Ref No: ISF17/24

Duration of Employment

Permanent

Place of Work

Project Management Office

Basic Salary

R 199 035, 46 - R 258 334, 33 p.a. T07

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus relevant Secretarial Certificate or equivalent - NQF Level 5.
- Computer Literacy - Office Applications.
- 2 Years Administrative / Secretarial / Clerical or any other relevant experience.

Key Performance Requirements

- Provide secretarial support to the Senior Manager: Roads & Transportation and attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence and, communicating with visitors, officials sourcing and making available routine information pertaining to schedule activities of the Department and/ or Municipality.

**SECRETARY
(ISF250007)**

Ref No: ISF18/24

Duration of Employment

Permanent

Place of Work

Roads and Transportation

Basic Salary

R 199 035, 46 - R 258 334, 33 p.a. T07

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus relevant Secretarial Certificate or equivalent - NQF Level 5.
- Computer Literacy - Office Applications.
- 2 Years Administrative / Secretarial / Clerical or any other relevant experience.

Key Performance Requirements

- Provide secretarial support to the Senior Manager: Roads & Transportation and attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence and, communicating with visitors, officials sourcing and making available routine information pertaining to schedule activities of the Department and/ or Municipality.

HANDYMAN (ISF240073)

Ref No: ISF19/24

Duration of Employment

Permanent

Place of Work

Mechanical Workshops

Basic Salary

R 164 625, 78 - R 213 696, 28 p.a. T06

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Valid code B Driver's Licence.
- 6 months relevant experience (General Maintenance work)

Key Performance Requirements

- Perform tasks/ activities associated with providing support with the execution of the general maintenance and welding functions in the Section, in accordance to laid down procedures and instructions.

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

MANAGER (ADMINISTRATION) (SDE310045)

Ref No: SDE01/24

Duration of Employment

Permanent

Place of Work

Housing Administration

Basic Salary

R 578 590, 11 - R 751 057, 75 p.a. T15

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF level 4
- B Tech / B. Degree in Public Administration or equivalent - NQF Level 7.
- Computer Literacy – Office Applications.
- Valid code B Driver's License.
- 4 years relevant experience.

Key Performance Requirements

- Manage key administrative requirements through the implementation of National/ Provincial Legislation policies, procedures, systems and controls guiding critical interventions, applications and outcomes, providing advice and support with respect to specific functional areas (budget, general administration, staffing, waiting list, Applications for Housing Projects, application for Title Deeds, Property Transfers/Sales ,Archives) and controlling the operational dimensions and outcomes ensuring that the Sub-Section Unit's administrative priorities are adequately addressed and attended to and, key functional areas are aligned towards sustaining and improving the efficiencies of Housing Administration and Social Housing and other Housing Project processes.

TOWN PLANNING INSPECTOR (SDE160060)

Ref No: SDE02/24

Duration of Employment

Permanent

Place of Work

Development Management

Basic Salary

R 284 062, 70 - R 435 286, 75 p.a. T11

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF level 4
- 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 Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Process and monitor sequences associated with monitoring compliance with buildings/ land use encompassed in National Building Regulations, KwaZulu-Natal Planning and Development Act (Act No. 6 of 2008) 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.

SURVEY CAD OFFICER (SDE170065)

Ref No: SDE03/24

Duration of Employment

Permanent

Place of Work

Land Survey

Basic Salary

R 269 509, 21 - R 368 723, 03 p.a. T10

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus relevant certificate NQF Level 5 accredited by SAQA or equivalent.
- Computer Literacy - Office Applications.
- Valid code B Driver's Licence.
- 2 years relevant experience having worked with a Land Surveyor.

Key Performance Requirements

- Coordinate and control technical draughting tasks/activities associated with the professional operations of Planning/ Land Survey to provide an effective service through preparing survey diagrams, general and working plans, cadastral hand plans, deeds office searches, and Engineering Survey Plans in accordance to the procedures of the Section.

**RECEPTIONIST
(SDE160036)**

Ref No: SDE04/24

Duration of Employment

Permanent

Place of Work

Development Services

Basic Salary

R 140 145, 24 – R 181 017, 67 p.a. T05

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent
- Computer Literacy- Office Applications
- Minimum 3 months administrative experience

Key Performance Requirements

- Perform tasks/ activities associated with the provision of Receptionist/ telephonist functions in the Department.

**FIELD HYGIENE WORKER
(SDE500047)**

Ref No: SDE05/24

Duration of Employment

Permanent

Place of Work

Environmental Health

Basic Salary

R 124 462, 34 - R 146 214, 57 p.a. T03

Minimum Qualifications/ Requirements

- Basic numeracy and literacy, i.e. an understanding of basic written words and number recognition - NQF Level 1.
- Experience none.

Key Performance Requirements

- Provide an Environmental Health Field Service to the community pertaining to Vector Control and Waste Management, by the application of guidelines and sequences associated with inspection monitoring, reporting and enforcing compliance by elimination and control of pests.

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) 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 (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: 08 APR 2024 Time: 15H00

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**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: **19 MAR 2024**

THE ADVERTISING OF THESE POSTS IS
AUTHORISED BY THE MUNICIPAL MANAGER
(A)

DATE: _____

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