



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 04/2023

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).

MUNICIPAL MANAGER'S OFFICE

PERFORMANCE MANAGEMENT ADVISOR (MUM030157)

Ref No: CMO12/23

Duration of Employment

Permanent

Place of Work

Organisational Compliance and PMS

Basic Salary

R R501 850,47 – R R651 448,22 (14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- B - Tech / B. Degree in Public Management/ Administration/ Policy Development Studies or equivalent - NQF Level 7.
- Computer Literacy - Office Applications.
- Valid Code B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Facilitation and assistance provided for the Performance and Knowledge Management function at Msunduzi Local Municipality through the development and alignment of policies, procedures, systems and controls guiding critical management services interventions, applications and outcomes and, providing advisory and operational support on the mission critical initiatives with respect to Organisational Performance and Knowledge Management aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.
- Provide a professional advisory and operational service at a localized level with respect to the implementation of an effective Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against

key performance areas and indicators enabling the Municipality to align or adjust forward plans and execute agreed action plans that adequately addresses immediate, shorter and longer term service delivery priorities.

- Assist in the key performance area of Organisational Research on an ad-hoc basis on a varying number of topics that will enable the organization to deliver against the broader Integrated Development Plan and City Development Strategy and vision.

CORPORATE SERVICES

SENIOR MANAGER (SECRETARIAT & AUXILIARY SERVICES) (HRC010003)

Ref No: CORP23/23

Duration of Employment

Permanent

Place of Work

Secretariat and Auxiliary Services

Basic Salary

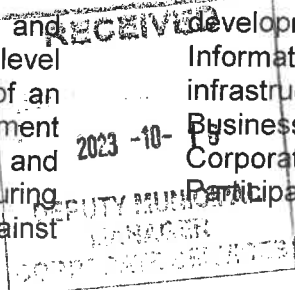
R651 448,22 – R845 605,48 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ B. Degree in Public Administration or equivalent - NQF Level 7.
- Valid Code B Driver's Licence.
- Computer Literacy - Office Applications.
- Minimum 6 Years relevant experience.

Key Performance Requirements

- Plan and manage the key performance areas and result indicators associated with the Secretariat & Auxiliary Services Section by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines.
- Review and participate in the design, development and implementation of Information/Secretariat and Printing infrastructure capable of satisfying the Business Unit's requirements and promoting Corporate Governance and Community Participation.



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BUDGET AND TREASURY OFFICE

**MANAGER (LOSS CONTROL)
(FIN150002)**

Ref No: FIN29/23

Duration of Employment

Permanent

Place of Work

Loss Control

Basic Salary

R651 448,22 – R845 605,48 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Degree in Accounting / Financial Management/ Public Administration or equivalent – NQF Level 6/7.
- Computer literacy – Office Applications
- Valid Code B Driver's License
- Minimum 6 years' Relevant experience

Key Performance Requirements

- Manage the key performance areas and result indicators associated with loss Controls functionality by implementing policies and procedures, investigating trends and current techniques and reporting on the appropriateness and benefits prior to introduction, monitoring purchase and procurement with Supply Chain Policy and Financial Regulations, conducting spot checks and verifying the Loss control Assets database is utilized for extracting suppliers and service providers, interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives.

**ADVISOR (COMPLIANCE AND REPORTING)
(FIN120073)**

Ref No: FIN30/23

Duration of Employment

Permanent

Place of Work

Real Estate & Valuations

Basic Salary

R501 850,47– R651 448,22 (14)

Minimum Qualifications/ Requirements

- B. Tech / B. Comm in Accounting or Business Administration or equivalent - NQF Level 7.
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 years' relevant experience.

Key Performance Requirements

- Coordinate and control the application of compliance monitoring and analysis,

development and applying specialized theories, including supporting the outcome of the MFMA through delivering a comprehensive and consistent approach in supervision and compliance monitoring of the regulated sector, support regulated businesses (reporting entities) in their effort to comply by providing timely and quality guidance and advice, exercising sound judgment in applying regulatory tools and advising on appropriate regulatory interventions.

**SENIOR CLERK
(FIN120088)**

Ref No: FIN31/23

Duration of Employment

Permanent

Place of Work

Financial Performance

Basic Salary

R164 625,78 – R213 696,28 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Performing specific administration and accounting procedures involving payments/revenue collection on accounts, resolving queries, retrieval of relevant documentation and 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.

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DEPUTY MUNICIPAL
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**SUSTAINABLE DEVELOPMENT AND CITY
ENTERPRISES**

**PROJECT MANAGER
(SDE310010)**

Ref No: SDE15/23

Duration of Employment

Permanent

Place of Work

Informal Settlements

Basic Salary

R501 850,47 – R651 448,22 (T14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- B Tech / B. Degree in Public Administration/ Social Science - NQF Level 7.
- Computer Literacy - Office Applications.

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- Valid Code B Drivers Licence.
- 4 years' relevant experience.

Key Performance Requirements

- Manage the project management service in the Housing Delivery Projects Management Section, with respect to the execution and implementation of average to high complexity type Housing Projects through the management of the process of analysing, investigating, assessing and mapping out critical deliverables and costing frameworks.
- Prepare and defend 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 client objectives and budgeted capital budgeted frameworks.

Additional Requirements

- Coordinate and manage Human Settlement Community Liaison activities through the processing and updating of housing projects/ Informal settlements. Administrate the National Housing needs register/ Housing Subsidy Systems.
- Facilitate community participation and engagement in all Human Settlement programmes.
- Develop Policies and procedures for well-coordinated community liaison as well as management and control of informal settlements.
- Address relocation of communities / individuals preparing and presenting investigational and qualitative reports.
- Provide support to the Manager: Informal Settlements and undertake supervisory functions.

SENIOR BUILDING ENFORCEMENT OFFICER (SDE170003)

Ref No: SDE16/23

Duration of Employment

Permanent

Place of Work

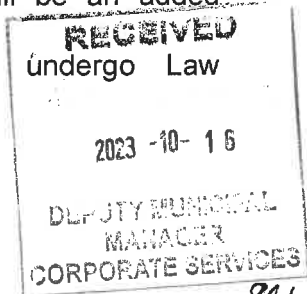
Building Control

Basic Salary

R284 062,70 – R435 286,75 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/Degree in law enforcement NQF level 6/7 or Equivalent.
- Peace officer Certificate will be an added advantage.
- Successful candidate will undergo Law Enforcement training



- Must have the ability to perform operations and duties by foot and after hours and/or weekends.
- Must have no Criminal Record
- Must be physically fit.
- Computer Literacy – Office Applications
- Valid Code B drivers' license
- Minimum 3 years' relevant experience

Key Performance Requirements

- Manage the key performance areas and result indicators associated with Building Control Enforcement by conducting investigations into alleged violations of the Municipality's by-laws and other Building Control legislation.
- Follow-up enforcement ensuring compliance with all relevant bylaws, National Building Regulations/ Standard Act/ Criminal Procedure Act.
- Report on the appropriateness and benefits prior to introduction, development of sound relationship with internal and external clients
- Interpret developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives and execution and application of procedures regulations and standards in order to ensure priorities identified for the Building Control Law Enforcement functionality.

TECHNICAL OFFICER (ART) (SDE050008)

Ref No: SDE17/23

Duration of Employment

Permanent

Place of Work

Gallery and Theatre

Basic Salary

R246 920.12 – R333 491.03 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Plus Certificate in in Fine Art, Visual art or equivalent) with Graphic Design Accredited by SAQA – NQF Level 5 or equivalent.
- Valid Code B Driver's Licence will be an added advantage.
- Minimum 2 Years relevant experience in Fine ART.

Key Performance Requirements

- Provide a professional technical, exhibition, asset management, building maintenance, safety and graphic design service to the Tatham Art Gallery, and monitors the execution of procedural sequences/ requirements associated with aligning objectives to meet international

musiological, national monuments and national health and safety standards, attending to the storage, preventive conservation and display of art and exhibition material, ensuring that the Art Gallery, through its collection, buildings and professional presentation, contributes positively to ensuring the future of our national heritage.

Additional Key Performance Requirements

- Planning, design and production of displays of high standard to Tatham Art Gallery
- Planning and producing exhibitions programs that meets the gallery objectives
- Provide a professional technical, exhibition, asset management, building maintenance, safety and graphic design service to the Tatham Art Gallery.
- Attend the storage, preventive conservation and display of art and exhibition material.
- Execute Graphic design
- Maintain and upgrade displays
- Provide service regarding line function to various stakeholders
- Collaboration with staff regarding skills transfer, training and workshops / holiday programmes
- Provide outsourced services where required
- Contribute to the efficient functioning of the Gallery

COMMUNITY SERVICES

**MANAGER (TRAINING & AUXILIARY SERVICES)
(CSE400003)**

Ref No: CSE42/23

Duration of Employment

Permanent

Place of Work

Training and Auxiliary Services

Basic Salary

R R578 590,11 – R751 057,75 p.a. (T15)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- Advanced Diploma in Traffic and Metropolitan Policing - NQF Level or equivalent.
- Fire Arm Licence.
- No Criminal Record.
- Law enforcement (police) certificate.
- Valid Code B Driver's Licence.
- 6 years' relevant experience."

Key Performance Requirements

- Coordinate the implementation of policies, procedures, systems and controls guiding critical interventions, applications and

outcomes of the Traffic Section through implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and procedures designed to accomplish key service delivery objectives with respect to traffic and law enforcement management, and the co-ordination of operations associated with the enforcement of Municipal Policing Laws and By-laws in order to ensure key functional areas are aligned towards sustaining and improving the efficiencies of the Traffic Service functionality.

INFRASTRUCTURE SERVICES

**MANAGER (FINANCE)
(ISF070002)**

Ref No: ISF43/23

Duration of Employment

Permanent

Place of Work

Project Management Office

Basic Salary

R578 590,11 – R751 057,75 p.a. (T15)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/Degree in Accounting/ Financial Management – NQF Level 6/7.
- Computer Literacy – Office Applications.
- Valid Code B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Manage and control the key performance and result indicators associated with the Financial Management of the Project Management Unit (Municipal Infrastructure Grant) functionality through the investigation, development and alignment of policies, systems and controls guiding critical financial interventions and processes through the implementation of laid down policies and procedures dictating financial reporting and recording requirements.
- Provide input into longer term objective setting and financial planning sequences and; directing and executing accounting procedures and processes associated with controlling investments and expenditure administration within the Project Management Unit (PMU), and ensuring compliance with the Municipal Finance Management Act, Financial Regulations and Council Policies.

**SENIOR PROJECT MANAGER
(ISF070007)**

Ref No: ISF44/23

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Duration of Employment**Permanent****Place of Work****Project Management Office****Basic Salary****R578 590,11 – R751 057,75 p.a. (T15)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent NQF Level 4
- Degree in Civil Engineering/ Quantity Surveying/ Built Environment or Equivalent - NQF Level 6/7.
- Registered as a Professional (Pr. Eng./ Pr Technologist or Relevant Registration.
- Project Management Certificate.
- Computer Literacy – Office Applications.
- Valid Code B Drivers' license.
- Minimum 5 years' relevant experience.

Key Performance Requirements

- Implement the key performance areas and outcomes of the Project Management Unit through participation in the alignment of broader departmental and sector objectives to governments 'Expanded Public Works Programme' (EPWP) initiative.
- Provide appropriate guidance in terms of project and programme management of the Municipal Infrastructure Grant (MIG) funded intervention.
- Monitor, evaluate and communicate deliverables, constraints and actions necessary to ensure the vision of accelerating the social and economic status of poor communities through participation and involvement in their own development is realized.

MANAGER (MECHANICAL WORKSHOP)**(ISF240001)****Ref No: ISF45/23****Duration of Employment****Permanent****Place of Work****Mechanical Workshops****Basic Salary****R578 590,11 – R751 057,75 p.a. (T15)****Minimum Qualifications/ Requirements**

- Matric/Grade 12 NQF Level 4 or Equivalent
- Degree/ B Tech in Mechanical Engineering/ Operations Management or Equivalent - NQF Level 6/7.
- Computer Literacy – Office Applications.
- Valid Code B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Manage and control the procedures, operations and critical outcomes associated with the City Fleet (vehicles, plant and

equipment) through the alignment and implementation of functional plans and objectives (Administration, Maintenance and Fleet Control).

- Monitor productivity and performance and addressing deviations and, implementing standards and operating practices to manage the allocation, maintenance and optimum functionality of the Municipality's Fleet.

PROJECT MANAGER**(ISF070009)****Ref No: ISF46/23****Duration of Employment****Permanent****Place of Work****Project Management Unit****Basic Salary****R501 850,47 – R651 448,22 (T14)****Minimum Qualifications/ Requirements**

- Matric/ Grade 12 or Equivalent NQF Level 4
- Degree in Civil Engineering/ Quantity Surveying/ Built Environment or Equivalent - NQF Level 6/7.
- Registered as a Professional (Pr. Eng./ Pr Technologist or Relevant Registration.
- Project Management.
- Computer Literacy – Office Applications.
- Valid Code B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Co-ordinate the key Performance area and outcomes of the Project Management Unit through participation in the alignment of broader departmental and sector objectives to governments 'Expanded Public Work Programme' (EPWP) initiative.
- Provide appropriate guidance in terms of project and programme management of the Municipal Infrastructures Grant (MIG) funded intervention.
- Monitoring, evaluating and communicating deliverables, constraints and acting necessary to ensure the vision of accelerating the social and economic status of poor communities through the participation and involvement in their own development is realized.

HEAVY PLANT OPERATOR X3**(ISF260117/203/492)****Ref No: ISF47/23****Duration of Employment****Permanent****Place of Work****Financial Performance****Basic Salary****R164 625,78 – R213 696,28 p.a. (T06)**

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Minimum Qualifications/ Requirements

- Grade 11 or Equivalent NQF Level 3.
- Valid Code B Driver's Licence.
- Certificate of Competency to Operate Heavy Plant.
- Minimum 6 Months Relevant experience.

Key Performance Requirements

- Performs specific tasks/ activities associated with the operation of heavy mechanical plant/vehicles during digging and pipe laying activities, in accordance to the requirements of the Section.

ELECTRICITY SUPPLY SERVICES

MANAGER SECONDARY SUBSTATION (ISF700404)

Ref No: ESS10/23

Duration of Employment

Permanent

Place of Work

Electricity Secondary Substation

Basic Salary

R501 850,47 – R651 448,22 (T14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- B - Tech or B Sc in Electrical Engineering or equivalent - NQF Level 7.
- Registered as a Professional Engineer (Pr Eng.) / Professional Technologist (Pr. Technologist).
- Computer literacy – Office Applications.
- Valid Code B Driver's Licence.
- 3 Years post qualification and relevant experience.

Key Performance Requirements

- Plan and Manage the Business Unit's Maintenance and Construction functionality through implementation of Construction, MV, LV & Maintenance Projects associated with the design, development and alignment of policies, procedures, systems and controls guiding critical interventions, applications and outcomes and, providing strategic advice on the mission critical initiatives with respect to development aimed at supporting 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.

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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 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: **10 NOV 2023** Time: 15H00

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

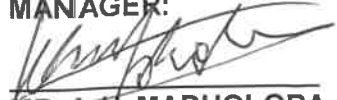
THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS

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: _____

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



MR. L.H. MAPHOLOBA
DATE: 30/08/2022

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