



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 05/2023

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).

BUDGET AND TREASURY OFFICE

**SENIOR CLERK
(FIN120058)**

Ref No: FIN32/23

Duration of Employment

Permanent

Place of Work

Budget Implementation and Monitoring

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.
- 6 Months relevant experience.

Key Performance Requirements

- Perform specific administration and accounting procedures involving implementation and monitoring of budget related activities, resolving queries, retrieval of relevant documentation, attending to enquiries.
- Provide general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

SUSTANABLE DEVELOPMENT AND CITY ENTERPRISES

**TOWN PLANNER
(SDE630005)**

Ref No: SDE19/23

Duration of Employment

Permanent

Place of Work

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Basic Salary

R501 850,47 – R651 448,22 (14)

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DEPUTY MUNICIPAL
MANAGER
CORPORATE SERVICES

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ B Tech / B. Degree in Town Planning - NQF Level 6/7.
- Registration with the South African Council for Planners as a Professional Planner.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 years' relevant experience.

Key Performance Requirements

- Provide a professional Town and Regional Planning service for the Msunduzi Municipality through the preparation and adoption of a Hierarchy of Strategic and Development Plans and Planning within the Edendale and Vulindlela Area.
- Policy Formulation in support of a Land Use Management System to guide and direct future growth in the Municipality's geographical area.
- Execute and apply procedures, regulations and standards in order to ensure plans and related policies identified in the Integrated Development Plan are afforded priority. Preparation or monitoring of the Comprehensive Rural Development Programme.

Additional KPA's

- Execute and Apply procedures for Land Acquisition within the Greater Edendale Area and facilitate the resolution of various land legal matters.
- Assist in the implementation of the Urban Network strategy of the Municipality and other planning programmes.

**CHIEF TECHNICIAN (ENGINEERING SURVEYS)
(SDE170053)**

Ref No: SDE20/23

Duration of Employment

Permanent

Place of Work

Land Survey

Basic Salary

R501 850,47 – R651 448,22 (13)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma / B. Degree in Engineering Surveying - NQF Level 6/7.
- Registration with the Geometrics Council of South Africa
- Valid Code B Driver's Licence.
- 3 years' relevant experience.

Key Performance Requirements

- Coordinate and control the technical Engineering Survey procedures and applications associated with the provision of information, formulation and development of Engineering surveying proposals.
- Implement technical procedural applications that support effective and reliable management and provision of accurate specifications of Engineering surveying to support project planning, discussions and decision making processes.

COMMUNITY SERVICES

**MANAGER (BUSINESS WASTE)
(CSE220002)**

Ref No: CSE44/23

Duration of Employment

Permanent

Place of Work

Business Waste

Basic Salary

R578 590,11 – R751 057,75 p.a. (T15)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 or Equivalent
- National Diploma/ B-Tech / B. Degree in Waste Management / Management Sciences - NQF Level 6/7. or equivalent qualification
- Computer Literacy - Office Applications. Competency.
- Valid Code B Driver's Licence.
- 4 years' relevant experience.

Key Performance Requirements

- Manage the key performance areas and result indicators associated with the provision of an effective business refuse collection in the form of 240litre, 1.75 metre cubed, 15 metre cubed container services as well as other refuse collection services from time to time, refuse container maintenance and street cleaning by planning, organizing, controlling and optimizing resources.

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**COMMUNITY DEVELOPMENT FACILITATOR
(CSE110019)**

Ref No: CSE45/23

Duration of Employment

Permanent

Place of Work

Area Base Management

Basic Salary

R335 336,25 – R513 888,60 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ B - Tech / B. Degree in Public Management / Community Development - NQF Level 6/7. or equivalent qualification
- Should possess a certificate in Project Management.
- 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
(CSE350026)**

Ref No: CSE46/23

Duration of Employment

Permanent

Place of Work

Operations

Basic Salary

R335 336,25 – R513 888,60 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ B - Tech in Fire Technology / (Fire Technology) - NQF Level 6/7.
- Must have come through firefighter ranks and achieved up to Platoon Commander/Leading Firefighter rank
- Computer Literacy - Office Applications.
- Valid Code EC Driver's Licence.
- 3 years' relevant experience as a Platoon Commander within Fire Services.

Key Performance Requirements

- Co-ordinate the application of 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.

**CLEANSING OFFICER
(CSE220022)**

Ref No: CSE47/23

Duration of Employment

Permanent

Place of Work

Waste Street Sweeping

Basic Salary

R284 062,70 – R435 286,75 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ B - Tech / B. Degree Environmental Management - NQF Level 6/7. or equivalent qualification
- Computer Literacy - Office Applications.
- Valid Code B Driver's license.
- 3 Years relevant experience.

Key Performance Requirements

- Coordinate and control the operations of the Waste Management, business refuse collection and street cleaning subsection inclusive of monitoring and implementing procedures, establishing resource requirements, planning and scheduling work programmes and evaluating outcomes.
- Monitor and attend to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

**INSPECTOR(ENFORCEMENT)
(CSE400050)**

Ref No: CSE48/23

Duration of Employment

Permanent

Place of Work

Traffic- Operations

Basic Salary

R284 062,70 – R435 286,75 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ Advanced Diploma in Traffic and Metropolitan Policing - NQF Level 6/7 or equivalent qualification
- Fire Arm Licence.
- No Criminal Record.
- Law enforcement (police) certificate.

- Valid Code B Driver's Licence.
- 3 years' relevant experience.

Key Performance Requirements

- Co-ordinate the implementation, monitoring and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Traffic safety through the execution of operations and procedures 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 action and attention, and enforcing the law, etc. in the Traffic Office.

**FIREFIGHTER X2
(CSE350045/060)**

Ref No: CSE49/23

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.

**SECURITY OFFICER
(CSE410040)**

Ref No: CSE50/23

Duration of Employment

Permanent

Place of Work

Security

Basic Salary

R199 035,46 – R258 334,33 p.a. (T07)

Minimum Qualifications/ Requirements

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- Matric / Grade 12 - NQF Level 4.
- Registration with the Security Officers Board – Grade D/E.
- Peace Officer Certificate.
- 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.

**INTERNET CAFÉ ASSISTANT X3
(CSE620057/058/059)**

Ref No: CSE51/23

Duration of Employment

Permanent

Place of Work

Technical Services

Basic Salary

R199 035,46 – R258 334,33 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric / Grade 12 plus a Certificate in Information Technology NQF Level 5.
- CompTIA accredited A+, Certificate N+ or CCNA Certificate will be an added advantage.
- Computer Literacy - Office Applications.
- Ability to communicate in both isiZulu and English languages.
- Valid Code B Driver's License.
- 12 months' experience in IT environment.

Key Performance Requirements

- Support the provision of Library Services by performing procedures required to meet customer needs, interacting and providing Internet Cafe users with information from various media and keeping statistical records of the internet café in the Information & Technical Services of the library as and when required.

**HANDYMAN
(CSE270035)**

Ref No: CSE52/23

Duration of Employment

Permanent

Place of Work

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DEPUTY MUNICIPAL
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CORPORATE SERVICES

Building- City/Northern areas

Basic Salary

R164 625,78 – R213 696,28 p.a. (T06)

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3. or equivalent.
- Valid Code B Driver's Licence.
- 6 Months experience in (General Building 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.
- Attend to the completion of procedural functions under the supervision of the Projects Foreman.

**SENIOR CLERK
(CSE350167)**

Ref No: CSE53/23

Duration of Employment

Permanent

Place of Work

Fire Administration

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.
- 6 Months experience.

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of information associated with the procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of human resource administration, and debtor's revenue activities, finance and procurement activities, generating transactional / instructional forms, and providing office support in specific functional areas associated with the Fire & Rescue Service Unit.

**CARETAKER
(CSE550116)**

Ref No: CSE54/23

Duration of Employment

Permanent

Place of Work

Sports Facilities

Basic Salary

R164 625,78 – R213 696,28 p.a. (T06)

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Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3. or equivalent.
- Valid Code B Driver's Licence.
- 6 Months experience in (General Building Maintenance work)

Key Performance Requirements

- Perform tasks and activities associated with the cleaning and maintenance operations for the Sports & Recreation section through the application of laid down procedures with respect to the execution of operational plans and priorities.
- Supervise the cleaning and maintenance personnel and conducting inspections, in order to ensure optimum cleaning and maintenance functionality levels are maintained supporting the accomplishment of service delivery objectives.

**RECEPTIONIST
(CSE550245)**

Ref No: CSE55/23

Duration of Employment

Permanent

Place of Work

CBD and Ashburton

Basic Salary

R140 145,24 – R181 017,67 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 or Equivalent - NQF Level 2.
- Proficient in Second Language (English/ IsiZulu)
- Computer literacy - Office Applications
- 3 months' relevant experience.

Key Performance Requirements

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

**TRACTOR DRIVER
(CSE550451)**

Ref No: CSE56/23

Duration of Employment

Permanent

Place of Work

CBD and Ashburton

Basic Salary

R140 145,24 – R181 017,67 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 or Equivalent - NQF Level 2.

- Valid Code B Driver's License and will be required to undergo training to obtain a certificate to operate a tractor.
- 3 months' relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated in the Horticulture Section with the maintenance and cleaning of municipal land in designated areas, using tractors and operating specialized equipment during maintenance activities.

INFRASTRUCTURE SERVICES

**ADMINISTRATION OFFICER
(ISF250037)**

Ref No: ISF48/23

Duration of Employment

Permanent

Place of Work

Transportation Planning

Basic Salary

R269 509,21 – R368 723,03 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - plus relevant certificate accredited by SAQA - NQF Level 5. or equivalent qualification
- Computer Literacy - Office Applications.
- 2 Years relevant experience.

Key Performance Requirements

- Co-ordinate and control the Departments administrative functionality and attends to the updating, circulating and maintenance of information, and supervision of subordinates.

**ARTISAN (PLUMBER / FITTER)
(ISF260057)**

Ref No: ISF49/23

Duration of Employment

Permanent

Place of Work

Connections and Restrictions

Basic Salary

R269 509,21 – R368 723,03 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate in Plumbing or Fitting - NQF Level 4.
- Valid Code B Driver's Licence with PrDP.
- 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

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connections and restrictions, new works, reactive maintenance, water losses and planned maintenance.

- Monitor and correct the productivity and performance outputs of support personnel.
- Attend 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 (BRICKLAYER)
(ISF260444)**

Ref No: ISF50/23

Duration of Employment

Permanent

Place of Work

Planned Maintenance

Basic Salary

R269 509,21 – R368 723,03 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate in Bricklaying - NQF Level 4.
- Valid Code C1 Driver's Licence with PrDP.
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate and control the set-up, work in progress and completion of specialized tasks activities associated with the construction, maintenance and repair to faulty or damaged sanitation infrastructure including manholes chambers, gabion protection at crossings, etc.,
- Monitor and correct the productivity and performance outputs of support personnel and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives.

**DRIVER/ SUPERVISOR
(ISF260119)**

Ref No: ISF51/23

Duration of Employment

Permanent

Place of Work

New Works

Basic Salary

R199 035,46 – R258 334,33 p.a. (T07)

Minimum Qualifications/ Requirements

- Grade 10 or Equivalent - NQF Level 2
- Valid Code C1 Driver's Licence.
- 12 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with monitoring and reporting on the progress and execution of all activities associated with Water & Sanitation, New Works, Reactive Maintenance e.g. backfilling across all maintenance, maintenance work, transportation of material/ equipment and personnel to/ from work sites, operating heavy and/ or specialized vehicles and general work at sites.
- Control the set-up, work in progress and completion of tasks/ activities associated with the installation/ replacement of faulty or damaged Water Meters/repairs to water infrastructure.
- Monitor and correct the productivity and performance outputs of support personnel and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental 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.

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.

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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: 16 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: 03 NOV 2023

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


MR. L.H. MAPHOLOBA

DATE: 01/11/2023

