



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT



Vacancy Circular No. 06/2023

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).

CORPORATE SERVICES

**EAP PRACTITIONER
(HRC060100)**

Ref No: CORP25/23

Duration of Employment

Permanent

Place of Work

Occupational Health and Safety

Basic Salary

R 395 984,09 - R 513 888,60 (T12)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Degree in in Social Science - NQF Level 6/7 or equivalent.
- Registration with the relevant professional body.
- Certificate in E.A.P. with experience in Employee Assistance Programme of
- Valid Code B Driver's License.
- Computer Literacy – Office Applications.
- 3 years relevant experience.

Key Performance Requirements

- Operational planning, implementing and reporting of short and long term objectives of the Wellness Sub unit.
- Establishes procedure, systems and control measures. Drawing up of an effective health promotion programme based on National Health Calendar. Coordinates the implementation of employee wellness programmes, ensures compliance with OHSA and COIDA. Coordinates a Wellness strategy and reviews Wellness related policies.

**ADMINISTRATION OFFICER X2
(HRC010019/20)**

Ref No: CORP26/23

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DEPUTY MUNICIPAL
MANAGER
CORPORATE SERVICES

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Duration of Employment

Permanent

Place of Work

Legal Services

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus relevant - NQF Level 5 certificate accredited by SAQA. or equivalent.
- Computer Literacy – Office + Audio Typing experience. Applications.
- 2 years relevant administrative experience in legal environment.

Key Performance Requirements

- Co-ordinate and control the administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information from internal and external players with regards to various administrative activities.

**ADMINISTRATION OFFICER.
(HRC060124)**

Ref No: CORP27/23

Duration of Employment

Permanent

Place of Work

Organisational and Skills Development

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Co-ordinate and control the Departments administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information from/ to sub-units

with regards to Organizational Development & Talent Management activities.

**PRINCIPAL CLERK
(HRC060023)**

Ref No: CORP28/23

Duration of Employment

Permanent

Place of Work

Personnel

Basic Salary

R 199 035,46 - R 258 334.33 (T07)

Minimum Qualifications/ Requirements

- Matric/ Grade 12- NQF Level 4.
- Computer Literacy – Office applications.
- 12 Months relevant experience.

Key Performance Requirements

- Provide clerical support to the Senior Clerk and attends to specific 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 scheduled activities of the Personnel Section.

**PRINCIPAL CLERK
(HRC060102)**

Ref No: CORP29/23

Duration of Employment

Permanent

Place of Work

Occupational Health and Safety

Basic Salary

R 199 035,46 - R 258 334.33 (T07)

Minimum Qualifications/ Requirements

- Matric/Grade 12 NQF Level 4 with Accounting or equivalent
- Computer Literacy – Office applications.
- Experience in processing Workmans Compensation claims.
- Local government finance knowledge.
- 12 months relevant administrative experience.

Key Performance Requirements

- Co-ordinate and control the Departments administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information from/ to the regions with regards to various activities.

**SENIOR CLERK X5
(HRC060068/075/076/081/082)**

DEPUTY MUNICIPAL
MANAGER
CORPORATE SERVICES

Ref No: CORP30/23

Duration of Employment

Permanent

Place of Work

HR Support: CM/Finance/Corporate Service/
Infrastructure Services / Community Services

Basic Salary

R 164 625,78 - R 213 696,28 (T06)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - NQF Level 4.
- Computer Literacy – Office applications.
- 6 Months relevant experience.

Key Performance Requirements

- Provide clerical support to the HR Officer 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 scheduled activities.

**OFFICE ATTENDANT X2
(HRC060086/87)**

Ref No: CORP31/23

Duration of Employment

Permanent

Place of Work

HR Support: Infrastructure Services/
Community Services

Basic Salary

R 124 262,34 - R 146 214,57 (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

- Undertake tasks/ activities associated with the collection, batching and distribution of mail and other related correspondence/ documentation, and providing general cleaning functions.

BUDGET AND TREASURY OFFICE

**ACCOUNTANT (INTERNAL CONTROL) X2
(FIN120007/008)**

Ref No: FIN33/23

Duration of Employment

Permanent

Place of Work

Internal Controls

Basic Salary

R 395 984,09 - R 513 888,60 (T12)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B.Tech / B. Degree in Accounting / Financial Management/ Internal Audit - NQF Level 6/7 or equivalent.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 Years of experience in Internal Audit or Accounting Environment.

Key Performance Requirements

- Coordinate plans and oversee compliance with legislation, policies and procedures during the processing of payments to creditors and employees. Reviewing of internal control environment for creditors section and payroll section and provide recommendations for improvement to senior management. Ensure that all transactions that are processed by the expenditure sub-unit comply with the Municipal Management Act, National Treasury Regulation, Division of Revenue Act, Supply Chain Management Policy, and all other relevant legislations and procedures.

SUPERVISOR (FIN100058)

Ref No: FIN34/23

Duration of Employment

Permanent

Place of Work

Cashiers

Basic Salary

R R224 082,02 - R R290 855,57 (T08)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - NQF Level 4 with Accounting or equivalent.
- Computer Literacy - Office Application.
- Code B Driver's Licence.
- 18 Months relevant experience.

Key Performance Requirements

- Perform specific clerical procedures associated with specific Counter enquiries in the Section and providing general administrative/ clerical support to ensure transaction enquiries are accurately processed and laid down procedural instructions/ guidelines are complied with.

SENIOR CLERK (FIN100017)

Ref No: FIN35/23

Duration of Employment

Permanent

Place of Work

Rates and Auxiliary services

Basic Salary

DEPUTY MUNICIPAL

MANAGER

CORPORATE SERVICES

R 164 625,78 - R 213 696,28 (T06)

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Accounting - NQF Level 4.
- Computer literacy - Office Applications.
- 6 Months relevant experience.

Key Performance Requirements

- Coordinate and verify the application of accounting procedures associated with Income Rates and resolutions, generating transactional/ instructional documentation, by attending to the reporting, processing and reconciliation of account receivable transactions to support analysis, identification and collection of accounts.

SENIOR CLERK (FIN100040)

Ref No: FIN36/23

Duration of Employment

Permanent

Place of Work

Customer Care

Basic Salary

R 164 625,78 - R 213 696,28 (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 clerical procedures involving Faults complaints, queries, and enquiries in the Section, and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

SENIOR CLERK (FIN100049)

Ref No: FIN37/23

Duration of Employment

Permanent

Place of Work

Customer Care

Basic Salary

R 164 625,78 - R 213 696,28 (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 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.

**SENIOR CLERK X3
(FIN100140/141/142)**

Ref No: FIN38/23

Duration of Employment

Permanent

Place of Work

Utility Services

Basic Salary

R 164 625,78 - R 213 696,28 (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Perform specific clerical activities associated with the processing of information associated with processing meter consumer queries and validation of accounts and general office support.

**SENIOR CLERK
(FIN100151)**

Ref No: FIN39/23

Duration of Employment

Permanent

Place of Work

Utility Services

Basic Salary

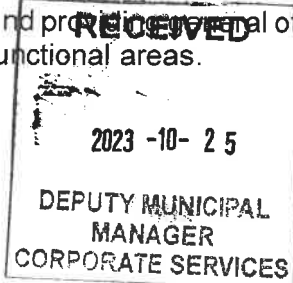
R 164 625,78 - R 213 696,28 (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Perform specific clerical tasks associated with the updating of information associated with the activities in the Utility Services section, generating transactional/ instructional documentation/ correspondence.
- Receive and transfer complaints/ enquiries and provide general office support in specific functional areas.



**SENIOR CLERK X2
(FIN120040/042)**

Ref No: FIN40/23

Duration of Employment

Permanent

Place of Work

Pay Office

Basic Salary

R 164 625,78 - R 213 696,28 (T06)

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Accounting - NQF Level 4.
- Computer literacy - Office Applications.
- 6 Months relevant experience in a payroll/accounting/Internal auditing/ HR environment.

Key Performance Requirements

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

**CASHIER
(FIN100091)**

Ref No: FIN41/23

Duration of Employment

Permanent

Place of Work

Cashiers

Basic Salary

R 140 145,24 – R 181 017,67 (T05)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4.
- Computer Literacy – Office applications.
- 3 months relevant 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.

**FORKLIFT OPERATOR
(FIN150206)**

Ref No: FIN42/23

Duration of Employment

Permanent

Place of Work

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Logistics

Basic Salary

R 127467,0615 – R 164625,7752 (T04)

Minimum Qualifications/ Requirements

- An appropriate level of Primary education - NQF level 1.
- 1 month relevant experience.

Key Performance Requirements

- Perform labouring activities associated with stores control sequences and assisting with the general receipting and issuing of stores as instructed by the Stores Controller.

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

TOWN PLANNER (SDE160046)

Ref No: SDE21/23

Duration of Employment

Permanent

Place of Work

Development Management

Basic Salary

R 501 850,47 - R 651 448,22 (T14)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Degree in Town Planning - NQF Level 6/7 or equivalent.
- 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 Policy Formulation in support of a Land Use Management System to guide and direct future growth in the Municipality's geographical area, including the execution and application of procedures, regulations and standards in order to ensure plans and related policies identified in the Integrated Development Plan are afforded priority.

ENVIRONMENTAL SCIENTIST (PLANNING POLICY) (SDE160094)

Ref No: SDE22/23

Duration of Employment

Permanent

Place of Work

Environmental Management

Basic Salary

R 501 850,47 - R 651 448,22 (T14)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Degree in Environmental Management/ Science - NQF Level 6/7 or equivalent.
- Registered with EAPASA/ SACNASP.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 Years relevant experience

Key Performance Requirements

- Develop an evaluation methodology and score card and undertake an evaluation of ecosystem goods and services for priority ecological infrastructure; Prepare a flood risk model and develop relevant policies, guidelines and bylaws.
- Integrate the Environmental management framework and Conservation Plan mapping into the SDF, LUMS and Local Area Plans. Develop and refine the municipal Sustainability Framework and undertake sustainability appraisals of all municipal plans, policies and programs, Develop a spatial infrastructure cost model, Develop capacity of relevant environmental forums including the LA21 Environmental Forum; undertake an environmental vulnerability and risk assessment and develop policies and strategies to reduce vulnerability and risk.

PRINCIPAL ADMINISTRATION OFFICER (NEW BUSINESS) (SDE160009)

Ref No: SDE23/23

Duration of Employment

Permanent

Place of Work

Business Development

Basic Salary

R 395 984,09 - R 513 888,60 (T12)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma in marketing/ Business Administration (NQF Level 6)
- Valid Code EB Driving license.
- Computer Literacy – Office Applications.
- 3 Years' relevant experience in Business Administration Environment.

Key Performance Requirements

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CORPORATE SERVICES

- Implement procedures associated with the facilitation of new business, providing a one-stop service to investors.

**CO-ORDINATOR (INFORMAL ECONOMY)
(SDE160027)**

Ref No: SDE24/23

Duration of Employment

Permanent

Place of Work

Economic Development

Basic Salary

R 335 336,25 - R 435 286,75 (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma in Local Economic Development - NQF Level 6.
- Computer Literacy – Office Applications,
- Valid Code B driving license.
- 3 Years experience in the SMME environment.

Key Performance Requirements

- Assist in developing, coordinating and controlling the administration of Informal Trading through attending to the applications for and allocations of trading sites, issuing of permits, and reviewing, updating and maintenance of the Informal Trading database.

Additional KPA's

- Assist Develop, Coordinate and control the administration of informal Economy through attending to the applications and visitations to informal (non-registered) businesses, reviewing, updating and maintenance of Informal Economy database.

**TOWN PLANNING INSPECTOR
(SDE160056)**

Ref No: SDE25/23

Duration of Employment

Permanent

Place of Work

Development Management

Basic Salary

R 335 336,25 - R 435 286,75 (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma / B. Degree in Town and Regional Planning - NQF Level 6/7. or relevant 3 years tertiary qualification.
- Peace Officer Certificate will be an added advantage.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence

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 CORPORATE SERVICES

- 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.

**SENIOR BUILDING INSPECTOR (CBD &
ASHBURT)
(SDE170008)**

Ref No: SDE26/23

Duration of Employment

Permanent

Place of Work

Building Control

Basic Salary

R 335 336,25 - R 435 286,75 (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma in Civil/ Construction Industry/ Architecture or Relevant Qualification in Built Environment - NQF Level 6.
- Eligible for Registration with regulatory body.
- Peace Officer Certificate will be an added advantage.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 Years relevant experience.

Key Performance Requirements

- Coordinate sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in regulations and Town Planning Schemes, Fire Prevention Practice, 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.

**PLANS EXAMINER
(SDE170016)**

Ref No: SDE27/23

Duration of Employment

Permanent

Place of Work

Building Control

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Mathematics. Plus relevant - NQF Level 5 certificate in accredited by SAQA in the Built Environment.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 Years Acceptable and relevant Draughtsmanship experience

Key Performance Requirements

- Coordinate and control sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in National Building Regulations with regards to the submission of plans for approval, examining plans for defects/ problems etc, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and interacting and architects/ draughtsman on information and procedures to be followed for submission of plans.

**BUILDING INSPECTOR
(SDE170026)**

Ref No: SDE28/23

Duration of Employment

Permanent

Place of Work

Building Control

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus relevant - NQF Level 5 certificate accredited by SAQA / Trade Certificate in Civil/ Construction Industry/ Architecture or Relevant Qualification in Built Environment.
- Knowledge of the Built Environment.
- No Criminal Record.
- Peace Officer Certificate will be an added advantage.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Process and monitor sequences associated with monitoring compliance with buildings/ construction standards, procedures, regulations and specifications.

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CORPORATE SERVICES

in National Building Regulations and Town Planning Schemes, Fire Prevention Practice, 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 practice.

**LICENSING INSPECTOR
(SDE160024)**

Ref No: SDE29/23

Duration of Employment

Permanent

Place of Work

Licensing

Basic Salary

R 252 275,86 - R 327 494,53 (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus a relevant - NQF Level 5 certificate in Law Enforcement accredited by SAQA or equivalent.
- Computer Literacy – Office applications.
- Valid Code B driver's license.
- Certified as a Peace Officer.
- 2 Years relevant experience.

Key Performance Requirements

- Perform tasks and activities associated with the control and regulation of formal and informal business licensing and registration in terms of the Business Licensing Act No. 71 of 1997, through procedural applications designed to accomplish key service delivery objectives in accordance to the requirements of the Section, and Business Regulations, Street Trading By-Laws, Dog Control By-Law, Advertising & Bill Posting By-Laws.

**GIS OPERATOR X2
(SDE160077/078)**

Ref No: SDE30/23

Duration of Employment

Permanent

Place of Work

Spatial Planning

Basic Salary

R 252 275,86 - R 327 494,53 (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus a relevant - NQF Level 5 certificate in GIS Certificate accredited by SAQA or equivalent.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 years relevant experience.

Key Performance Requirements

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- Perform tasks/activities associated with the preparation, capturing, storing and maintaining of data, presentation of information using database procedures, applications and tools to ensure that the Geographic Information System provides comprehensive and complete information supporting analysis, queries and decision making processes.

**MARKET INSPECTOR
(SDE450012)**

Ref No: SDE31/23

Duration of Employment

Permanent

Place of Work

Market Operations

Basic Salary

R 252 275,86 - R 327 494,53 (T09)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 plus relevant - NQF Level 5 certificate accredited by SAQA or equivalent.
- Computer Literacy – Office Applications will be an added advantage.
- Valid Code B Drivers License will be an added advantage.
- 2 Years relevant experience in Municipal Fresh produce Market or inventory management environment.

Key Performance Requirements

- Coordinate sequences associated with monitoring compliance with standards, procedures, and floor regulations with regards to consignment controls, stock control, communication with agents preparing and presenting investigational and qualitative reports, and issuing compliance notices to align practices of non-conformance to regulations.

**ENVIRONMENTAL HEALTH ASSISTANT
(SDE500039)**

Ref No: SDE32/23

Duration of Employment

Permanent

Place of Work

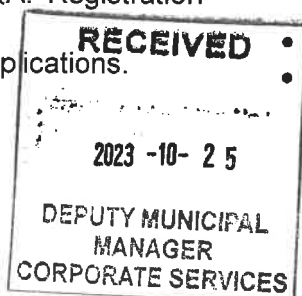
Environmental Health

Basic Salary

R 252 275,86 - R 327 494,53 (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus Relevant - NQF Level 5 certificate accredited by SAQA. Registration with the HPCSA.
- Computer Literacy – Office applications.
- Valid Code B Drivers License.
- 2 years relevant experience.



Key Performance Requirements

- Perform the tasks associated with Environmental Health (Waste Pollution) functions, disseminates information and/ or advice on practices that negatively impact on the environment and appropriate measures to curb and control environmental risks in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Msunduzi area.

**HEAVY PLANT OPERATOR
(SDE450035)**

Ref No: SDE33/23

Duration of Employment

Permanent

Place of Work

Market Operations

Basic Salary

R 164 625,78 - R 213 696,28 (T06)

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent
- Valid Forklift Certificate
- Plant Operators Certificate will be an added advantage.
- 6 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the operation of heavy mechanical plant and/ or specialized vehicles (mechanical sweeper/ Forklift).

COMMUNITY SERVICES

**PRINCIPAL LIBRARIAN (INFORMATION &
TECHN)
(CSE620003)**

Ref No: CSE61/23

Duration of Employment

Permanent

Place of Work

Technical Services

Basic Salary

R 501 850,47 - R 651 448,22 (T14)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- B. Bibl or B.Tech or Bachelors Degree + Post-Graduate Diploma in Library and Information Science - NQF 6/7.
- Registration with the Library and Information Association of South Africa (LIASA).
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence

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- 4 years experience in a professional librarian post of which 3 years must be in a senior library position (e.g.: Senior Librarian)

Key Performance Requirements

- Coordinate, direct and monitor the operations of the Library Information and Technical Services and provides support to the Library Manager in order to ensure optimum library service delivery to the local and wider community and the fulfilment of the the Msunduzi Municipal Library's function as one of South Africa's five Legal Deposit Libraries.

Additional KPA's

- Directing and co-ordinating the operations of all Reference, Legal Deposit and IT Services
- Assessing and investigating user needs, usage patterns, demographic trends and socio-political developments and planning and motivating for appropriate new services and interventions
- Monitoring library systems and structures and implementing changes needed to improve service provision and efficient use of staff.

CHIEF ADMINISTRATION OFFICER (SPORTS, &) (CSE550005)

Ref No: CSE62/23

Duration of Employment

Permanent

Place of Work

Sports and Recreation

Basic Salary

R 445 725,09 – R 578 590,11 (T13)

Minimum Qualifications/ Requirements

- National Diploma/ B. Degree in Recreation and Sports Management or equivalent - NQF Level 6/7.
- Computer Literacy - Office Applications.
- Valid Code B Driver's License.
- 3 Years relevant experience.

Key Performance Requirements

- Coordinate key administrative and operational requirements of the Sports functionality through the implementation of policies, procedures, systems and controls guiding critical maintenance interventions, applications and outcomes, providing advice and support with respect to specific functional areas (supervise halls/ pools/ facilities booking requirements) and, controlling operational dimensions and outcomes ensuring that departmental priorities are adequately addressed and attended to, and key functional areas are aligned towards

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sustaining and improving the efficiencies of sports support services processes.

STATION COMMANDER (AIRPORT) (CSE350162)

Ref No: CSE63/23

Duration of Employment

Permanent

Place of Work

Special Projects and Compliance

Basic Salary

R 395 984,09 - R 513 888,60 (T12)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma in Fire Service Technology / (Fire) - NQF Level 6/7.
- Must have come through firefighter ranks and achieved up to Platoon Commander/Leading Firefighter rank
- Knowledge of Aviation related fire legislation
- 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 fire fighting, 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.

SENIOR TECHNICIAN (ELECTRONICS) (CSE350214)

Ref No: CSE64/23

Duration of Employment

Permanent

Place of Work

Emergency Control Centre

Basic Salary

R 395 984,09 - R 513 888,60 (T12)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B Degree in Engineering Communications Mechanician - NQF Level 6/7 or equivalent.
- Registration as a Professional Technician (Pr technician).
- Computer Literacy - Office Applications.
- Valid Code B Driver's License.
- 3 Years relevant experience.

Key Performance Requirements

- Apply 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.

DISTRICT HORTICULTURALIST (CSE550013)

Ref No: CSE65/23

Duration of Employment

Permanent

Place of Work

Vulindlela

Basic Salary

R 395 984,09 - R 513 888,60 (T12)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma / B. Degree/ B. Agric in Horticulture/ Environmental Science / Conservation - NQF Level 6/7.
- Valid Code B Driver's License.
- 3 Years relevant experience.

Key Performance Requirements

- Coordinate and control activities and key deliverables associated with the District Horticulturist Section through the provision of work programs, conducting of workshops, interacting and maintaining key contacts with a view to establishing and maintaining a positive relationship with the communities, in order to ensure that horticulture receives maximum exposure.

CLEANSING OFFICER (CSE220020)

Ref No: CSE66/23

Duration of Employment

Permanent

Place of Work

Waste Container Services

Basic Salary

R 335 336,25 - R 435 286,75 (T11)

Minimum Qualifications/ Requirements

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

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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, monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

CLEANSING OFFICER (CSE220238)

Ref No: CSE67/23

Duration of Employment

Permanent

Place of Work

Waste Public Conveniences

Basic Salary

R 335 336,25 - R 435 286,75 (T11)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Coordinate and control the operations of the Refuse Collection sub-section, which includes domestic waste collection, the clearing of garden sites, the provision of public toilets services and the clearing of illegal dumping., inclusive of monitoring and implementing procedures, establishing resource requirements, planning and scheduling work programs and evaluating outcomes, monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes and includes the managing of SMME contracts and or co-operative contracts(service providers).

CLEANSING OFFICER (CSE220239)

Ref No: CSE68/23

Duration of Employment

Permanent

Place of Work

Waste Garden Sites

Basic Salary

R 335 336,25 - R 435 286,75 (T11)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Coordinate and control the operations of the Refuse Collection sub-section, which includes domestic waste collection, the clearing of garden sites, the provision of public toilets services and the clearing of illegal dumping., inclusive of monitoring and implementing procedures, establishing resource requirements, planning and scheduling work programs and evaluating outcomes, monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes and includes the managing of SMME contracts and or co-operative contracts(service providers).

SENIOR ADMINISTRATION OFFICER (CSE620005)

Ref No: CSE70/23

Duration of Employment

Permanent

Place of Work

Library Administration

Basic Salary

R 335 336,25 - R 435 286,75 (T11)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Co-ordinate and control the Department's administrative functionality and attends to the administration of Personnel records, updating, circulating and maintenance of information, and supervision of subordinates.

Additional KPA's

- Prepare and co-ordinates Library and DSAC reports associated with budgets and conditional grant expenditure
- Maintaining information on the accounts database and monitoring/ reviewing operating expenditure within the Department

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Branches with a view to identifying, investigating and notifying the Manager of variances and outcomes.

- Oversee compliance with legislation, policies and procedures during the processing of payments to creditors and employees.

PROPERTY INSPECTOR (CSE270012)

Ref No: CSE71/23

Duration of Employment

Permanent

Place of Work

Properties

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus relevant - NQF Level 5 certificate accredited by SAQA - or equivalent.
- Computer Literacy - Office Applications.
- Valid Code B Driver's License.
- 2 Years relevant experience.

Key Performance Requirements

- Process and monitor sequences associated with monitoring compliance with buildings/ construction standards, procedures, regulations and specifications encompassed in National Building Regulations and Town Planning Schemes, Fire Prevention Practice, 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.

ARTISAN (ELECTRICIAN) (CSE270015)

Ref No: CSE72/23

Duration of Employment

Permanent

Place of Work

Public Works

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

- Trade Certificate - Electrical – NQF Level 4 or Matric/Grade 12 plus relevant - NQF Level 5 certificate in Mechanical Engineering accredited by SAQA.
- Valid Code B Driver's License
- 2 Years relevant experience.

Key Performance Requirements

- Coordinate and control the set-up, work in progress and completion of specialized tasks

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activities associated with medium/ low voltage electrical installation, maintenance and repairs to Public Buildings and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives.

**COMMUNITY WORKER X3
(CSE500013/014/015)**

Ref No: CSE73/23

Duration of Employment

Permanent

Place of Work

HIV & AIDS / Social Services

Basic Salary

R 252 275,86 - R 327 494,53 (T09)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 plus NQF Level 5 in Community Development or relevant field.
- Certificate of Competence in HIV & AIDS Counselling.
- Ability to speak English - Zulu.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Attend to HIV/ AIDS community social development programmes aimed at responding to community needs emanating from the effects of HIV/AIDS and at promoting the acquisition of specific skills amongst the community members, and to counsel members of the community relating to HIV/AIDS, in accordance to the procedures of the Section.

**DRIVER / SUPERVISOR
(CSE220042)**

Ref No: CSE74/23

Duration of Employment

Permanent

Place of Work

Waste Street Sweeping

Basic Salary

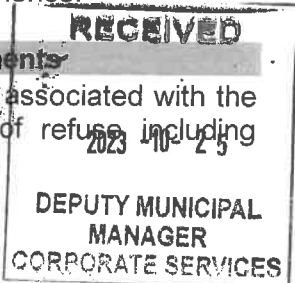
R 199 035,46 - R 258 334.33 (T07)

Minimum Qualifications/ Requirements

- Grade 10 NQF Level 2 or Equivalent
- Valid Code EC Driver's Licence with PrDP.
- Certification in supervision.
- Plant and heavy equipment Certificate.
- 12 Months relevant experience.

Key Performance Requirements

- Performs 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.

**DRIVER / SUPERVISOR
(CSE220246)**

Ref No: CSE75/23

Duration of Employment

Permanent

Place of Work

Domestic Waste

Basic Salary

R 199 035,46 - R 258 334.33 (T07)

Minimum Qualifications/ Requirements

- Grade 10 NQF Level 2 or Equivalent
- Valid Code EC Driver's Licence with PrDP.
- Certification in supervision.
- Plant and heavy equipment Certificate.
- 12 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the collection and disposal of refuse using heavy vehicles, transporting personnel/ materials, communicating and clarifying requirements with respect to refuse collection and, monitoring and correcting deviations in work related sequences in order to ensure that service delivery standards are maintained and, productivity targets and deadlines achieved.

**DRIVER / SUPERVISOR
(CSE220275)**

Ref No: CSE76/23

Duration of Employment

Permanent

Place of Work

Waste Garden Sites

Basic Salary

R 199 035,46 - R 258 334.33 (T07)

Minimum Qualifications/ Requirements

- Grade 10 NQF Level 2 or Equivalent
- Valid Code EC Driver's Licence with PrDP.
- Certification in supervision.
- Plant and heavy equipment Certificate.
- 12 Months relevant experience.

Key Performance Requirements

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- Perform tasks/ activities associated with the collection and disposal of refuse using heavy vehicles, transporting personnel/ materials, communicating and clarifying requirements with respect to refuse collection and, monitoring and correcting deviations in work related sequences in order to ensure that service delivery standards are maintained and, productivity targets and deadlines achieved.

PRINCIPAL CLERK.
(CSE400011)

Ref No: CSE77/23

Duration of Employment

Permanent

Place of Work

Traffic Administration

Basic Salary

R 199 035,46 - R 258 334.33 (T07)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - NQF Level 4.
- Computer Literacy – Office Applications.
- 12 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.

SECURITY OFFICER X2
(CSE410014/016)

Ref No: CSE78/23

Duration of Employment

Permanent

Place of Work

Security

Basic Salary

R 199 035,46 - R 258 334.33 (T07)

Minimum Qualifications/ Requirements

- 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.
- 3 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

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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.

CARETAKER (HALLS) X2
(CSE110076/086)

Ref No: CSE79/23

Duration of Employment

Permanent

Place of Work

Vulindlela Area Office

Basic Salary

R 164 625,78 - R 213 696,28 (T06)

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3.
- Valid Code B Driver's Licence.
- 6 Months relevant experience.

Key Performance Requirements

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

TRAFFIC WARDEN X2
(CSE400138/139)

Ref No: CSE80/23

Duration of Employment

Permanent

Place of Work

Operations

Basic Salary

R 140 145,24 – R 181 017,67 (T05)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- 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.

Additional KPA's

- Performs activities/ tasks associated with the traffic control, Traffic Law enforcement

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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.

INFRASTRUCTURE SERVICES

**SENIOR PROJECT MANAGER
(ISF070008)**

Ref No: ISF53/23

Duration of Employment

Permanent

Place of Work

Project Management Office

Basic Salary

R 578 590,11 – R 751 057,75 (T15)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B - Tech / B. Sc Degree in Civil Engineering / Quantity Surveying / Built Environment - NQF Level 7 or equivalent.
- Registration with South African Council of Project and Construction Management Professionals (SACPCMP) or Engineering Council of South Africa (ECSA) will be an added advantage.
- Project Management qualification.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 6 Years post qualification 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, providing appropriate guidance in terms of project and programme management of the Municipal Infrastructure Grant (MIG) funded intervention and, monitoring, evaluating and communicating 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.

**ARTISAN (MECHANIC) X3
(ISF240005/07/0022)**

Ref No: ISF54/23

Duration of Employment

Permanent

Place of Work

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Mechanical Workshops

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

- Trade Certificate (Mechanical) - 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 mechanical maintenance and repair of diesel / petrol heavy plant and vehicles including monitoring and correcting the productivity and performance output of support personnel and attending to routine / general administrative recording requirements contributing to the accomplishment of departmental objectives.

**ARTISAN (WELDER)
(ISF240064)**

Ref No: ISF55/23

Duration of Employment

Permanent

Place of Work

Mechanical Workshops

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Coordinate and perform the set-up, work in progress and completion of specialized tasks activities associated with welding and repairs of heavy plant and vehicles, 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.

**ARTISAN (PLUMBER FITTER)X5
(ISF260045/046/047/057/059)**

Ref No: ISF56/23

Duration of Employment

Permanent

Place of Work

Connections and Restrictions

Basic Salary

R 284 062,70 - R 368 723,03 (T10)

Minimum Qualifications/ Requirements

- Trade Certificate in Plumbing or Fitting - NQF Level 4.

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- 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 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)
(ISF260485)**

Ref No: ISF57/23

Duration of Employment

Permanent

Place of Work

Capital

Basic Salary

R 284 062,70 - R 368 723,03 (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 water meter 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.

**ADMINISTRATOR X3
(ISF070020/021/025)**

Ref No: ISF58/23

Duration of Employment

Permanent

Place of Work

Project Management Office

2023-10-25
DEPUTY MUNICIPAL
MANAGER
CORPORATE SERVICES

Basic Salary

R 252 275,86 - R 327 494,53 (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 plus relevant - NQF Level 5 certificate accredited by SAQA.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 Years relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the provision of a project co-ordination, administration and financial service to the Project Management Unit.
- Attend to the co-ordination and execution of specific administrative applications with respect to the preparation, update, maintenance, completion and submission of routine procedural/ instructional or operational forms, documentation, records and reports in order to ensure adequate and efficient administrative support is made available enabling the Section to accomplish objectives and reporting deadlines.

**CHIEF CLERK (CUSTOMER SERVICES)
(ISF260610)**

Ref No: ISF59/23

Duration of Employment

Permanent

Place of Work

Water and Sanitation

Basic Salary

R 224 082,02 - R 290 855,57 (T08)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - NQF Level 4.
- Computer Literacy - Office Applications.
- 18 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the Customer Services functionality through logging of information and communicating with Business Units/ Sections on complaints, queries, and information, and performing related office support functions.

**DRIVER / SUPERVISOR (HIGH PRESSURE
CLEANING)
(ISF260561)**

Ref No: ISF60/23

Duration of Employment

Permanent

Place of Work

Waste Garden Sites

Basic Salary

R 199 035,46 - R 258 334,33 (T07)

Minimum Qualifications/ Requirements

PW

- Grade 10 NQF Level 2 or Equivalent
- Valid Code C1 Driver's Licence with PrDP.
- 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.
- Operate heavy and/ or specialized vehicles and general work at sites.
- Controls 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.

HANDYMAN (ISF240077)

Ref No: ISF61/23

Duration of Employment

Permanent

Place of Work

Mechanical Workshops

Basic Salary

R 164 625,78 - R 213 696,28 (T06)

Minimum Qualifications/ Requirements

- Grade 11 NQF Level 3.
- Certificate of Competency in Welding (Arching, Braising) from a recognised Training Provider.
- Valid Code B Driver's Licence.
- 6 months relevant experience (General Maintenance work)

Key Performance Requirements

- Perform tasks associated with the execution repairs and renovations to interior/ exterior surfaces, fixtures and fittings and, plumbing systems and carpentry pertaining to the Electrical in the Section, and attending to the completion of procedural administrative reports and instructional/ transactional forms/ documentation related to the activities of the Section.

DRIVER (ISF240023)

Ref No: ISF62/23

DEPUTY MUNICIPAL
MANAGER
CORPORATE SERVICES

Duration of Employment

Permanent

Place of Work

Mechanical Workshops

Basic Salary

R 127 467,06 – R 164 625,78 (T04)

Minimum Qualifications/ Requirements

- An appropriate level of Primary Education - NQF Level 1.
- Code B driver's Licence.
- 1 Months' relevant experience.

Key Performance Requirements

- Performs tasks/ activities associated with the transportation of material/ goods and personnel to/ from work sites, attending to the delivery and collection of relevant correspondence to and from specific destinations.

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.

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: 15/11/2023

