



MSUNDUZI MUNICIPALITY

INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 36/2025



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).

COMMUNITY SERVICES

ARCHITECT (CSE270010)

Ref No: CSE55/25

Duration of Employment

Permanent

Place of Work

Public Works

EE Plan Preferred Designated Group/s

Person with Disability or African Female or Coloured Female or White Male/ Female

Basic Salary

R 558 968,59 – R 725 592,79 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- B. Tech / B.Sc. Degree in Architecture - NQF Level 7 or relevant and equivalent.
- Registered as a candidate Architect with the South African Council for the Architectural Profession.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 4 Years relevant experience.

Key Performance Requirements

- Provide a professional Architectural service in the Building Section, through the management of the process of investigating, assessing, defining, conceptualizing and designing average physical built interventions in the environment.
- Prepare contractual documentation/ terms and conditions to direct outcomes of the construction process, ensuring delivery of an architectural product that responds to client requirements and is adaptable to environmental, social and legislative changes and demands.

COMMUNITY DEVELOPMENT FACILITATOR X2 (CSE110008/014)

Ref No: CSE56/25

Duration of Employment

Permanent

Place of Work

Northern Area Office

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female

Basic Salary

R 440 952,65 – R 572 376,74 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- National Diploma/ B - Tech / B. Degree in Public Management / Community Development or equivalent - NQF Level 6/7.
- Should possess a certificate in Project Management.
- Good communication skills Bilingualism.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 4 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.

PRINCIPAL ADMINISTRATION OFFICER (CSE400004)

Ref No: CSE57/25

Duration of Employment

Permanent

Place of Work

Traffic Administration

EE Plan Preferred Designated Group/s

Person with Disability or African Male/ Female or White Male/ Female

Basic Salary

R 440 952,65 – R 572 376,74 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- B-Tech / B. Degree in Public Administration / Business Management or equivalent - NQF Level 7.
- Computer Literacy – Office Applications (experience utilising office management software).

- Strong organizational skills with a problem-solving attitude.
- Excellent written and verbal communication skills.
- Attention to details.
- Code B Driver's Licence.
- 3 years relevant experience, proven work experience as a PAO, Administrator or similar role. Solid knowledge of office procedures.

Key Performance Requirements

- Control the key performance areas and result indicators associated with the Administration of Finance, Human Resources, Stores and the provision of an effective administrative service for the Public Safety, Emergency Services and Enforcement Management Unit dictating administrative reporting sequences, amending, alignment and implementation of policies and procedures, providing input into short to long term objectives setting, providing operational advice, information and guidelines on administrative management systems, participating in administrative planning sequences, executing general accounting procedures and processes in accordance with the Municipal Finance Management Act, IDP, Council Policies and associated Administration Procedures.

SENIOR ADMINISTRATION OFFICER (CSE110074)

Ref No: CSE58/25

Duration of Employment

Permanent

Place of Work

Vulindlela Area Office

EE Plan Preferred Designated Group/s

Person with Disability or African Male/ Female or White Male/ Female

Basic Salary

R 373 502,38 – R 484 829,02 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- National Diploma/ B - Tech / B. Degree in Public Administration / Community Development or equivalent - NQF Level 6/7.
- Good communication skills Bi/lingualism.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Coordinate key administrative requirements through the implementation of policies, procedures, systems and controls guiding critical interventions, applications and outcomes, providing advice and support with respect to specific functional areas (budget,

general administration, word processing, archives and committee administration) and, controlling the operational dimensions and outcomes ensuring that the Sections administrative priorities are adequately addressed and attended to and, key functional areas are aligned towards sustaining and improving the efficiencies of Administration processes.

SUPERINTENDANT: POOLS (CSE550052)

Ref No: CSE59/25

Duration of Employment

Permanent

Place of Work

Swimming Pools

EE Plan Preferred Designated Group/s

Person with Disability or African Male/ Female or White Male/ Female

Basic Salary

R 373 502,38 – R 484 829,02 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade12 Certificate
- National Diploma/ B - Tech / B. Degree in Business Management or equivalent - NQF Level 6/7.
- Knowledge of Building & Pool Maintenance.
- Computer Literacy - Office Applications.
- Code B Driver's license.
- 3 Years relevant experience.

Key Performance Requirements

- Manage and control the operations in the Sport and Recreation Section (Pools), through the application of laid down procedures with respect to the execution of operational plans and priorities, evaluation of personnel resource capabilities and efficiencies and implementation of corrective measures/ interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of service delivery objectives.

WARD PROFILER (CSE110072)

Ref No: CSE60/25

Duration of Employment

Permanent

Place of Work

Edendale Area Office

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female.

Basic Salary

R 316 393,22 – R 410 689,19 p.a. (T10)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Coordinate communication activities and requirements associated with the Ward Profiler, providing support to ward committees pertaining to specific applications associated with the provision of education and treatment initiatives for HIV/AIDS and infectious disease, attending to the administration and promoting awareness programmes for the Municipality.

FIREFIGHTER X 8

(CSE350043/072/076/077/079/088/090/107)

Ref No: CSE61/25

Duration of Employment

Permanent

Place of Work

Operations

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female.

Basic Salary

R280 988,61 – R364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus Fire Service Firefighter 2 Certificate in Firefighting Technology. or equivalent qualification
- Hazmat 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.

COMMUNITY WORKER

(CSE500015)

Ref No: CSE62/25

Duration of Employment

Permanent

Place of Work

HIV & AIDS / Social Services

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female.

Basic Salary

R280 988,61 – R364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- Certificate of Competence in HIV & AIDS Counselling.
- Ability to speak English - Zulu.
- Computer Literacy - Office Applications.
- 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.

POOLS SUPERVISORS X4

(CSE550054/055/057/060)

Ref No: CSE63/25

Duration of Employment

Permanent

Place of Work

Swimming Pools

EE Plan Preferred Designated Group/s

Person with Disability or African Male/Female or White Male/ Female.

Basic Salary

R280 988,61 – R364 768,25 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus valid advanced first aid certificate or equivalent.
- Valid lifeguard award, retest general health and safety course/appropriate law enforcement.
- 2 years professional surf lifeguard experience.

Key Performance Requirements

- Coordinate and control the maintenance and operations in the Sport and Recreation Section (Pools), through the application of laid down procedures with respect to the execution of operational plans and priorities, evaluation of personnel resource capabilities and efficiencies and implementation of corrective measures/ interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of service delivery objectives.

DRIVER/ SUPERVISOR X3

(CSE220023/026/028)

Ref No: CSE64/25

Duration of Employment

Permanent

Place of Work**Waste Container Services****EE Plan Preferred Designated Group/s****Person with Disability or Indian Male or Coloured Male or White Male/ Female.****Basic Salary****R 221 688,67 – R 287 736,59 p.a. (T07)****Minimum Qualifications/ Requirements**

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

Key Performance Requirements

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

DRIVER/ SUPERVISOR X2**(CSE220039/043)****Ref No: CSE65/25****Duration of Employment****Permanent****Place of Work****Waste Street Sweeping****EE Plan Preferred Designated Group/s****Person with Disability or Indian Male or Coloured Male or White Male/ Female.****Basic Salary****R 221 688,67 – R 287 736,59 p.a. (T07)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 - NQF level 4.
- Code EC Driver's Licence with PrDP.
- Certification in supervision.
- Will be required to undergo training to obtain certification in the use of specialised plant and heavy equipment.
- 12 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the collection and disposal of refuse including street sweepings in bags and other types of refuse including illegal dumping, using heavy vehicles, compactors and Containers with

container lifting trucks, transporting personnel/ materials, communicating and clarifying requirements with respect to all refuse collection and or other collection as instructed to, and monitoring and correcting deviations in work related sequences in order to ensure service delivery standards are maintained and, productivity targets and deadlines achieved.

DRIVER/ SUPERVISOR**(CSE220244)****Ref No: CSE66/25****Duration of Employment****Permanent****Place of Work****Domestic Waste****EE Plan Preferred Designated Group/s****Person with Disability or Indian Male or Coloured Male or White Male/ Female.****Basic Salary****R 221 688,67 – R 287 736,59 p.a. (T07)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 - NQF level 4.
- Code EC Driver's Licence with PrDP.
- Certification in supervision.
- Will be required to undergo training to obtain certification in the use of specialised plant and heavy equipment.
- 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**(CSE220273)****Ref No: CSE67/25****Duration of Employment****Permanent****Place of Work****Waste Garden Sites****EE Plan Preferred Designated Group/s****Person with Disability or Indian Male or Coloured Male or White Male/ Female.****Basic Salary****R 221 688,67 – R 287 736,59 p.a. (T07)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 - NQF level 4.
- Code EC Driver's Licence with PrDP.
- Certification in supervision.

- Will be required to undergo training to obtain certification in the use of specialised plant and heavy equipment.
- 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 (CSE220460)

Ref No: CSE68/25

Duration of Employment

Permanent

Place of Work

Landfill and Recycling

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female.

Basic Salary

R 221 688,67 – R 287 736,59 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF level 4.
- Code EC Driver's Licence with PrDP.
- Certification in supervision will be an added advantage.
- 12 Months relevant experience of which 6-month supervisory experience in Landfill Operations.

Key Performance Requirements

- Coordinate and controls the set-up, work in progress and completion of specialized tasks activities associated with the Landfill Sites, including, monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/ general inspections of operations, contributing to the accomplishment of the Section's objectives.

SECURITY OFFICER (CSE410048)

Ref No: CSE69/25

Duration of Employment

Permanent

Place of Work

Security

EE Plan Preferred Designated Group/s

Person with Disability or African Female or Indian Male or Coloured Male or White Male/ Female.

Basic Salary

R211 111,93 – R274 008,77 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric / Grade 12 Certificate
- Registration with the Security Officers Board – Grade D/E.
- Peace Officer Certificate will be an added advantage.
- Valid Code B Driver's License.
- Firearm Competence Certificate
- 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.

SENIOR CLERK (CSE110040)

Ref No: CSE70/25

Duration of Employment

Permanent

Place of Work

Northern Area Office

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female.

Basic Salary

R174 614,44 - R226 662,30 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Provide clerical support to the Area Manager 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 of the Branch. Manages Area Managers diary, managers the area office, completion of Area reports, arranging meetings, presentations and events, general administration and documents managements, analyzing of queries for referral, support function for Area

Manager, Administration of leave and time off, recording of area assets, hall bookings.

**CARETAKER (HALLS) X5
(CSE110078/092/093/094/095)**

Ref No: CSE71/25

Duration of Employment

Permanent

Place of Work

Vulindlela Area Office

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female.

Basic Salary

R174 614,44 - R226 662,30 p.a. (T06)

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Computer Literacy – Office Applications.
- 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.

**HEAVY PLANT OPERATOR
(CSE220464)**

Ref No: CSE72/25

Duration of Employment

Permanent

Place of Work

City/Northern areas

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female.

Basic Salary

R174 614,44 - R226 662,30 p.a. (T06)

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Valid Code EC Driver's Licence with PrDP.
- Certification of competency in the operation of Heavy Plant.
- 6 Months relevant experience.

Key Performance Requirements

- Perform specific activities associated with landfill sequences, carrying out site refuse-moving, compaction and covering of waste using large plant (front-end loader, waste compactor), in accordance with safety and health regulations.

**HANDYMAN
(CSE270030)**

Ref No: CSE73/25

Duration of Employment

Permanent

Place of Work

City/Northern areas

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female.

Basic Salary

R174 614,44 - R226 662,30 p.a. (T06)

Minimum Qualifications/ Requirements

- Grade 11 - NQF Level 3 or Equivalent.
- Valid Code B Driver's License
- 6 months relevant experience (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 and attending to the completion of procedural functions under the supervision of the Projects Foreman.

RECEPTIONIST X3

(CSE110054/056/056)

Ref No: CSE74/25

Duration of Employment

Permanent

Place of Work

Vulindlela Area Office/ Imbali Area Office/ Eastern, Ashburton, Central Area Office

EE Plan Preferred Designated Group/s

Person with Disability or Indian Male or Coloured Male or White Male/ Female.

Basic Salary

R 156 095,84 – R 201 620,22 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 - NQF Level 2 or Equivalent.
- 3 months relevant experience.

Key Performance Requirements

- Provide a Receptionist/ Telephonist 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.

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) application must have all is required attachments. Applications without the relevant attachments (cv/certificates) will be disqualified

The application needs to be addressed to the Senior Manager: Human Resource Management (A) and be posted in the box provided on the Ground Floor opposite Security in 341 Church Street, Professor Nyembezi Centre. Pietermaritzburg or posted to Private Bag X 321, Pietermaritzburg, 3200. Enquiries Ms. S.Z. Ndlovu, 033 392 2112.

IMPORTANT NOTICE TO APPLICANTS

No late applications will be considered

No faxed or e-mailed applications will be considered

Applications submitted on a Z83 form or any other forms that are not prescribed **WILL NOT** be considered

All interviews will be done in English.

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

2026 -01- 07

Closing Date: _____ 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, Designated groups

identified on each advertised position are encouraged to apply.

Circulated Date: **DEC 27 2025**

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

MR. SE MNDEBELE
DATE: 22/12/2025