



MSUNDUZI MUNICIPALITY

INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 37/2025



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).

CORPORATE SERVICES

MANAGER: (OCCUPATIONAL HEALTH & SAFETY) (HRC060088)

Ref No: CORP09/25

Duration of Employment

Permanent

Place of Work

Occupational Health and Safety

EE Plan Preferred Designated Group/s

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

Basic Salary

R 725 592,79 - R 941 847,87 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 Certificate - NQF Level 4
- National Diploma/ B- Tech / B. Degree Occupational Health Nursing / Safety Management / Medical Practitioner with Occupational Health - NQF Level 6/7.
- Registration with a relevant professional body.
- Valid Code B Driver's Licence.
- 6 years relevant experience Occupational Health and / or Safety.

Key Performance Requirements

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives and statutory requirements related to the provision of a comprehensive Occupational Health & Safety and Primary Health Care programme and service for the municipality and its' employees in keeping with the OHASA, COID, Nursing, Medicine and Related Substance Acts.

Additional KPA

- Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key

service delivery objectives and statutory requirements related to the provision of a comprehensive Occupational Health & Safety and Primary Health Care programme and service for the municipality and its' employees in keeping with the OHS, COID, Nursing, Medicine and Related Substance Acts.

SENIOR CLERK (HRC060066)

Ref No: CORP10/25

Duration of Employment

Permanent

Place of Work

HR Support: CM/Finance/Corporate Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R 183 362,57 – R 238 018,17 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 – NQF Level 4.
- Computer Literacy – Office Applications
- Minimum 6 months' experience in Labour Relations.

Key Performance Requirements

- Provide clerical support and attends to specific office support/ clerical activities associated with the preparation, copy typing; circulation of correspondence and notifications; communicating with visitors, officials sourcing and making available routine information, safekeeping and retrieval of documents.

EMPLOYEE RELATIONS PRACTITIONER (HRC060059)

Ref No: CORP11/25

Duration of Employment

Permanent

Place of Work

HR Support: SD&CE/ ISF

EE Plan Preferred Designated Group/s

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

Basic Salary

R440 952065 – R572 376.74 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma in Human Resource or equivalent – NQF Level 6

- Computer Literacy – Office Applications
- Code B Driver's Licence
- 3 years' relevant experience in Employee Relations

Key Performance Requirements

- Coordinates and controls the applications of specific procedures associates with maintaining a sound industrial/ employee relations climate by attending to and guiding employee relations processes.
- Report to specific Committees on the status of the function, capacitating Management Representatives on the application and interpretation of policies and agreements.
- Attend to administrative requirements with respect to the preparation, circulation and maintenance of reports, notification and correspondence.
- Provide supervision to clerical staff.

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.

1 DEC 2025

Circulated Date: _____

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

MR. S.Z. MNDEBELE

DATE: *22/12/2025*