



MSUNDUZI MUNICIPALITY

INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 38/2025



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).

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

MANAGER: LICENSING
(SDE160004)

Ref No: SDE28/25

Duration of Employment

Permanent

Place of Work

Licensing

EE Plan Preferred Designated Group/s

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

Basic Salary

R558 968.24 – R725 592.79 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric/Grade 12 certificate - NQF Level 4.
- National Diploma/ Degree in Public Management. NQF Level 6/7 or relevant and equivalent.
- Computer Literacy – Office Application.
- Valid Code B Driver's Licence.
- 4 Years relevant experience.

Key Performance Requirements

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and procedural applications designed to accomplish key service delivery objectives with respect to the provision of a licensing service through the coordination of operations and quality systems and approval/ certification processes in accordance with Legislation and By-laws for the Commercial or Business and Domestic sectors.

SENIOR ENVIRONMENTAL HEALTH PRACTITIONER X3
(SDE500011/013/014)

Ref No: SDE29/25

Duration of Employment

Permanent

Place of Work

Environmental Health

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/Grade 12 certificate - NQF Level 4.
- National Diploma/ B - Tech / B. Degree in Environmental Health - NQF Level 6/7.
- Registration with the HPCSA.
- Computer Literacy - Office Applications.
- Code B Driver's Licence.
- 3 years relevant experience.

Key Performance Requirements

- Implement procedures and sequences associated with Environmental Health, through investigation, inspection, monitoring, evaluation, reporting and enforcing compliance and, 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.

PLANS ADMINISTRATOR
(SDE170041)

Ref No: SDE30/25

Duration of Employment

Permanent

Place of Work

Building Control

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 relevant certificate accredited by SAQA - NQF Level 5.
- Knowledge of Planning Approval process will be an added advantage.
- Computer Literacy – Office Application.
- 1- 2 Years relevant experience in Building Plans.

Key Performance Requirements

- Coordinate and perform specific clerical and technical activities/ tasks associated with scrutinizing (checking dimensions, plan compliance, fee structure, etc.) recording, capturing on Cardex Database, scanning and archiving of building plans, and providing copies of plans to officials and members of the public, including handing of front desk customer service (processing/ queries).

SECRETARY (SDE160035)

Ref No: SDE31/25

Duration of Employment

Permanent

Place of Work

Development Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R221 688,67 – R287 736,59 p.a. (T07)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Provide secretarial support to the Department Head 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 Department and/ or Municipality.

RECEPTIONIST (SDE160036)

Ref No: SDE32/25

Duration of Employment

Permanent

Place of Work

Development Services

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

- Perform tasks/ activities associated with the provision of receptionist/ telephonist functions in the Department.

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.

2025-01-07

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 23 2025**

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


MR. S.F. MNDEBELE
DATE: **22/12/2025**