



MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 05/2024



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).

MUNICIPAL MANAGER'S OFFICE

PERFORMANCE MANAGEMENT ADVISOR (MUM030159)

Ref No: CMO06/24

Duration of Employment

Permanent

Place of Work

Organisational Compliance and PMS

EE Plan Preferred Designated Group/s

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

Basic Salary

R524 433,74 – R680 763,39 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- B - Tech / B. Degree in Public Management/ Administration/ Policy Development Studies - NQF Level 7 Relevant and Equivalent
- Computer Literacy - Office Applications.
- Valid Code B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Facilitation and assistance provided for the Performance and Knowledge Management function at Msunduzi Local Municipality through the development and alignment of policies, procedures, systems and controls guiding critical management services interventions, applications and outcomes and, providing advisory and operational support on the mission critical initiatives with respect to Organisational Performance and Knowledge Management aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.
- Provide a professional advisory and operational service at a localized level with respect to the implementation of an effective

Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against key performance areas and indicators enabling the Municipality to align or adjust forward plans and execute agreed action plans that adequately addresses immediate, shorter and longer term service delivery priorities.

- Assist in the key performance area of Organisational Research on an ad-hoc basis on a varying number of topics that will enable the organization to deliver against the broader Integrated Development Plan and City Development Strategy and vision.

CORPORATE SERVICES

SYSTEMS AND REMUNERATIONS OFFICER (HRC060009)

Ref No: CORP03/24

Duration of Employment

Permanent

Place of Work

Personnel

EE Plan Preferred Designated Group/s

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

Basic Salary

R413 709,33 - R537 013,59 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- National Diploma/ Degree in Human Resources Management - NQF Level 6/7 or Relevant and Equivalent
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence
- 3 Years Relevant Human Resources or Payroll experience

Key Performance Requirements

- Coordinate an effective service to the Systems & Remuneration functionality by amending, adjusting and reviewing systems and procedures (e.g. SAP/ Pay Day Salary System) against departmental, statutory (SARS, Magistrates Emolument & Garnishee

Act, Municipal Financial Management Act, Pension Fund Regulations, Medical Aid Regulations, etc.) and audit guidelines; reviewing and participating in the development and implementation of financial expenditure applications capable of satisfying Business Unit Plan requirements and aligning expenditure financial management systems to the Business Plan.

ICT SUPPORT OFFICER (HRC080011)

Ref No: CORP04/24

Duration of Employment

Permanent

Place of Work

ICT- Systems Administration

EE Plan Preferred Designated Group/s

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

Basic Salary

R350 426,39- R454 874,65 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Degree in Information Technology - NQF Level 6/7 or Relevant and Equivalent.
- Microsoft Certified IT Professional.
- Computer Literacy - Office Applications.
- Valid Code B Driver's license.
- 3 Years relevant experience and knowledge of ICT operations (helpdesk, user support and network).

Key Performance Requirements

- Co-ordinate tasks/ activities associated with the provision of End User support and analyses, diagnoses and resolves software/ hardware related problems ensuring optimum and uninterrupted diagnoses and resolves software/ hardware related problems ensuring optimum and uninterrupted.

Additional KPA's

- Training enol users on hardware functionality and software programs.
- Supporting rollout of now applications.

BUDGET AND TREASURY OFFICE

ACCOUNTANT (CASH MANAGEMENT) (FIN120076)

Ref No: FIN05/24

Duration of Employment

Permanent

Place of Work

Finance and Cash Management

EE Plan Preferred Designated Group/s

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

Basic Salary

R413 709,33 - R537 013,59 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- National Diploma/ Degree in Accounting - NQF Level 6/7 or Relevant and Equivalent
- Computer Literacy - Office Applications.
- 3 Years Relevant experience

Key Performance Requirements

- Co – ordinate and control the application of accounting procedures by attending to the verification reporting, processing and reconciliation of account receivable transaction to support analysis, identification and Reconciliation of accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the cash management and correspondences.

SENIOR FLEET CONTROLLER (FIN150025)

Ref No: FIN06/24

Duration of Employment

Permanent

Place of Work

Fleet Control

EE Plan Preferred Designated Group/s

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

Basic Salary

R350 426,39- R454 874,65 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Degree in Fleet Mananagement/ Logistics Management/ Transportation Management - NQF Level 6/7 or Relevant and Equivalent
- Computer Literacy - Office Applications.
- Valid Code B Driver's license.
- 3 Years relevant experience

Key Performance Requirements

- Coordinate and control the functions associated with Fleet Pool controls, and to manage the usage and utilization of the Fleet Management Control requirements from small plant items such as brush-cutters and chainsaws through to passenger and commercial vehicles to heavy earth-moving and construction machinery in accordance to the requirements of the Section.

ADMINISTRATION OFFICER (CREDITORS AND TRADE) (FIN120014)

Duration of Employment**Permanent****Place of Work****Creditors****EE Plan Preferred Designated Group/s****Person with Disability or African Male/Female or White Male/ Female****Basic Salary****R296 845,52 - R385 315,56 p.a. (T10)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 plus Accredited Accounting Certificate - NQF Level 5 or Relevant and Equivalent
- Computer literacy - Office Applications.
- 2 years relevant experience accounting/ Creditors/ Auditing.

Key Performance Requirements

- Co-ordinate and control activities associated with processing of payments to creditors, reconciliation of suppliers accounts, supervision of staff and attending to the implementation and execution of specific administrative functions and communicating with internal and external stakeholders on issues relating to payment of creditors.

STORES ADMINISTRATOR (DISPATCH)**(FIN150177)**

Ref No: FIN08/24

Duration of Employment**Permanent****Place of Work****Logistics****EE Plan Preferred Designated Group/s****Person with Disability or African Male/Female or White Male/ Female****Basic Salary****R263 628,27– R342 231,78 p.a. (T09)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 plus Accredited Stores Management / Inventory management Certificate - NQF Level 5 or Relevant and Equivalent
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 12 Months relevant experience.

Key Performance Requirements

- Perform tasks / activities associated with the stock controller receiving of specific materials/ items (vehicle/ plant spares and equipment for workshops) to/ from the Stores, monitors specific outcomes and undertakes clerical activities/ tasks associated with checking, verifying, updating, completing and submitting documentation, forms and schedules to be accurately reflective to the charge out votes.

STORES ADMINISTRATOR (RECEIVING)**(FIN150179)**

Ref No: FIN09/24

Duration of Employment**Permanent****Place of Work****Logistics****EE Plan Preferred Designated Group/s****Person with Disability or African Male/Female or White Male/ Female****Basic Salary****R263 628,27– R342 231,78 p.a. (T09)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 plus Accredited Stores Management / Inventory Management Certificate - NQF Level 5 or Relevant and Equivalent
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 12 Months relevant experience.

Key Performance Requirements

- Perform tasks / activities associated with the stock controller receiving of specific materials/ items (vehicle/ plant spares and equipment for workshops) to/ from the Stores, monitors specific outcomes and undertakes clerical activities/ tasks associated with checking, verifying, updating, completing and submitting documentation, forms and schedules to be accurately reflective to the charge out votes.

SUPERVISOR**(FIN100055)**

Ref No: FIN10/24

Duration of Employment**Permanent****Place of Work****Cashiers****EE Plan Preferred Designated Group/s****Person with Disability or African Male/Female or White Male/ Female****Basic Salary****R234 165,72- R303 944,07 p.a. (T08)****Minimum Qualifications/ Requirements**

- Matric / Grade 12 with Accounting- NQF Level 4.
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 12 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
(FIN100043)**

Ref No: FIN11/24

Duration of Employment

Permanent

Place of Work

Customer Care

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Perform specific clerical activities associated with the processing of information associated with processing/recording of meter readings, preparing general reports and providing general office support.

**SENIOR CLERK
(FIN100135)**

Ref No: FIN12/24

Duration of Employment

Permanent

Place of Work

Utility Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

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

**SENIOR CLERK
(FIN100184)**

Ref No: FIN13/24

Duration of Employment

Permanent

Place of Work

Debtors Management

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Perform administrative tasks associated with the processing and updating of information, generating transactional/ instructional-based documentation and reports associated with Sundry Debtors Section.

**SENIOR CLERK
(FIN120038)**

Ref No: FIN14/24

Duration of Employment

Permanent

Place of Work

Creditors

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Perform accounting and clerical task related to the efficient maintenance and processing of payments to creditors. Timely and accurate processing of all invoices received for payment and undertakes the payment of all creditors in a timely manner. Undertake supplier statements reconciliations on a monthly basis.

**SENIOR CLERK
(FIN120084)**

Ref No: FIN15/24

Duration of Employment

Permanent

Place of Work

Finance and Cash Management

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

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

**SENIOR CLERK
(FIN120087)**

Ref No: FIN16/24

Duration of Employment

Permanent

Place of Work

Financial Performance

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Performing specific administration and accounting procedures involving payments/revenue collection on accounts, resolving queries, retrieval of relevant documentation and overseeing enquiries related to reconciliation of GL accounts and journal entries, attending to enquiries and providing general administrative/ clerical support to ensure transactions are accurately processed and laid down procedural instructions/ guidelines are complied with.

**SENIOR CLERK
(FIN150029)**

Ref No: FIN17/24

Duration of Employment

Permanent

Place of Work

Fleet Administration

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Perform tasks associated with controlling the registering, recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing applications associated with the registry and records functionality.

**SENIOR CLERK
(FIN150033)**

Ref No: FIN18/24

Duration of Employment

Permanent

Place of Work

Fleet Administration

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric / Grade 12 with Accounting - NQF Level 4.
- Knowledge of SAP and ENATIS will be an added advantage.
- Computer literacy - Office Applications.
- Valid code B Driver's License
- Minimum of 12 months driving experience will be an added advantage.
- 6 Months relevant experience.

Key Performance Requirements

- Performing specific administrative tasks associated with the processing of vehicle licensing and registration applications and payments, through procedural applications to ensure vehicle licensing and registration requirements are promptly and professionally attended to in accordance with laid down departmental guidelines and procedures.

**SENIOR CLERK X2
(FIN150155/159)**

Ref No: FIN19/24

Duration of Employment

Permanent**Place of Work****Demand and Acquisition****EE Plan Preferred Designated Group/s**

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Perform task / clerical function associated with of orders, ensure delivery of goods time and quantity and quality. Communicate with service providers; ensure documentation is in compliance with SCM policy before processing.

SENIOR CLERK

(FIN150185)

Ref No: FIN20/24

Duration of Employment**Permanent****Place of Work****Logistics****EE Plan Preferred Designated Group/s**

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Control the movement of materials/ items to/ from the Store, monitors specific outcomes and undertakes clerical activities/ tasks associated with checking, verifying, updating, completing and submitting documentation, forms and schedules.

HEAVY PLANT OPERATOR

(FIN150034)

Ref No: FIN21/24

Duration of Employment**Permanent****Place of Work****Fleet Control****EE Plan Preferred Designated Group/s**

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric / Grade 12 NQF Level 4 or Equivalent.
- Valid code EC Driver's License with PrDP.
- 6 Months relevant experience.

Key Performance Requirements

- Perform tasks/ activities for the Fleet Management Control Section associated with the transportation of material/ equipment and personnel to/ from work sites and operation of heavy mechanical plant and/ or specialized vehicles in accordance with the requirements of the Section.

FORKLIFT OPERATOR X2

(FIN150205/210)

Ref No: FIN22/24

Duration of Employment**Permanent****Place of Work****Logistics****EE Plan Preferred Designated Group/s**

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

Basic Salary

R133 203,08 - R172 033,95 p.a. (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.

COMMUNITY SERVICES**MANAGER (DOMESTIC WASTE)**

(CSE220003)

Ref No: CSE19/24

Duration of Employment**Permanent****Place of Work****Domestic Waste****EE Plan Preferred Designated Group/s**

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

Basic Salary

R604 626,66 - R784 855,35 p.a. (T15)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF level 4

- National Diploma/ Degree in Environmental Management/ Public Management - NQF Level 6/7 or relevant and equivalent.
- Computer Literacy – Office Applications.
- Valid code B. Driver's License
- 4 years' relevant supervisory experience.

Key Performance Requirements

- Manage the key performance areas and result indicators associated with the provision of an effective domestic refuse collection as well as other refuse collection services from time to time, garden sites, public toilets and illegal dumping by planning, organizing, controlling and optimizing resources.

SOCIAL WORKER (CSE500003)

Ref No: CSE20/24

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

R413 709,33 - R537 013,59 p.a. (T12)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 - NQF Level 4
- B. Degree in Social Sciences - NQF Level 7 or Relevant and Equivalent
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence.
- 3 Years Relevant experience

Key Performance Requirements

- Co-ordinate and control activities and key deliverables associated with the social development, upliftment and awareness of communities through the provision of counseling services pertaining to HIV/ AIDS, interacting and maintaining key contacts with a view to promoting social development in the communities and, executing planned interventions and initiatives to support social upliftment and development.

CLEANSING OFFICER (CSE220021)

Ref No: CSE21/24

Duration of Employment

Permanent

Place of Work

Waste Garden Sites

EE Plan Preferred Designated Group/s

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

Basic Salary

R350 426,39- R454 874,65 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma Environmental Management/ Public Management - NQF Level 6 or Relevant and Equivalent
- Valid Code EC Driver's license.
- 3 Years relevant experience.

Key Performance Requirements

- Monitor and control the movement of Waste Management Fleet and refuse containers, managing the availability of fleet by monitoring vehicle performance, maintenance and operations costs, and undertaking clerical activities/ tasks associated with checking, verifying, updating, completing and submitting documentation, forms and schedules and ensuring that all containers used in the premises of which service are fit for use.

CLEANSING OFFICER X2 (CSE220236/237)

Ref No: CSE22/24

Duration of Employment

Permanent

Place of Work

Waste Garden Sites

EE Plan Preferred Designated Group/s

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

Basic Salary

R350 426,39- R454 874,65 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma Environmental Management/ Public Management - NQF Level 6 or Relevant and Equivalent
- Valid Code EC 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).

**ARTISAN (CARPENTER)
(CSE270023)**

Ref No: CS23/24

Duration of Employment

Permanent

Place of Work

Building- City/Northern areas

EE Plan Preferred Designated Group/s

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

Basic Salary

R296 845,52 - R385 315,56 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate (Artisan Plumber) - NQF Level 5.
- Valid Code B Driver's Licence.
- 2 years relevant experience.

Key Performance Requirements

- Control the set-up, work in progress and completion of Carpentry maintenance activities associated with the installation, maintenance and repair to Flats, Halls and Public Buildings.

**FIREFIGHTER
(CSE350105)**

Ref No: CSE24/24

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

R263 628,27– R342 231,78 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - plus Fire Service Firefighter 2 Certificate in Firefighting Technology. or Relevant and Equivalent qualification
- Hazard Operations Certificate
- Valid Code B Driver's Licence.
- 2 Years firefighting experience.

Key Performance Requirements

- Perform procedures and sequences associated with the provision of firefighting, emergency rescue and humanitarian aid services, investigation, inspection, monitoring, evaluation, reporting, and implementing corrective measures to improve the status of the function or address deviations in order to ensure the Watch/Shift is positioned to react efficiently to fire / rescue threats or occurrences within the municipal area.

**SUPERVISOR
(CSE550645)**

Ref No: CSE25/24

Duration of Employment

Permanent

Place of Work

Cemeteries and Crematoria

EE Plan Preferred Designated Group/s

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

Basic Salary

R234 165,72- R303 944,07 p.a. (T08)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4.
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 12 Months relevant experience.

Key Performance Requirements

- Coordinate and control the operations in the Environment Section (Cemeteries), 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 for the Cemetery supporting the accomplishment of service delivery objectives.

**SECRETARY
(CSE390005)**

Ref No: CSE26/24

Duration of Employment

Permanent

Place of Work

Public Safety

EE Plan Preferred Designated Group/s

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

Basic Salary

R207 992,05 - R269 959,38 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric/Grade 12 - Plus Relevant Certificate in Secretary Related field - NQF Level 5 or Relevant and Equivalent.
- Computer Literacy - Office Applications.
- 2 Years Administrative / Secretarial / Clerical or any other relevant experience.

Key Performance Requirements

- Provide secretarial support to the Senior Manager: Public Safety, Emergency Services & Enforcement, 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 sub-unit and/ or Municipality.

**SECURITY OFFICER X4
(CSE410063/064/088/103)**

Ref No: CSE27/24

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

R207 992,05 - R269 959,38 p.a. (T07)

Minimum Qualifications/ Requirements

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

**DRIVER / SUPERVISOR
(CSE220036)**

Ref No: CSE28/24

Duration of Employment

Permanent

Place of Work

Waste Street Sweeping

EE Plan Preferred Designated Group/s

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

Basic Salary

R207 992,05 - R269 959,38 p.a. (T07)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Coordinate the operations in the Street Sweeping function through the application of laid down procedures and guidelines with respect to the implementation of operational plans and priorities, in order to ensure that optimum functionality levels are maintained while supporting the accomplishment of service delivery objectives.

**DRIVER / SUPERVISOR X3
(CSE220240/242/244)**

Ref No: CSE29/24

Duration of Employment

Permanent

Place of Work

Domestic Waste

EE Plan Preferred Designated Group/s

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

Basic Salary

R207 992,05 - R269 959,38 p.a. (T07)

Minimum Qualifications/ Requirements

- Grade 10 NQF Level 2 or Equivalent
- Valid Code EC Driver's Licence with PrDP.
- Certification in supervision.
- 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
(CSE220269)**

Ref No: CSE30/24

Duration of Employment

Permanent

Place of Work

Waste Street Sweeping

EE Plan Preferred Designated Group/s

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

Basic Salary

R207 992,05 - R269 959,38 p.a. (T07)

Minimum Qualifications/ Requirements

- Grade 10 NQF Level 2 or Equivalent
- Valid Code EC Driver's Licence with PrDP.
- Certification in supervision.
- 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.

WEIGHBRIDGE OPERATOR (CSE220463)

Ref No: CSE31/24

Duration of Employment

Permanent

Place of Work

Landfill and Recycling

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Grade 12 NQF Level 2 or Equivalent.
- Certificate of Competency in the use of Weighbridge.
- 6 Months Relevant experience.

Key Performance Requirements

- Implements and controls the application of processing payments procedures in terms of Weighbridge transactions within the Landfill Site by attending to the classification of waste, reporting, processing and reconciliation of account receivable transactions and attending to specific administrative processes (capturing of data) associated with payments and correspondences.

HEAVY PLANT OPERATOR (CSE220465)

Ref No: CSE32/24

Duration of Employment

Permanent

Place of Work

Landfill and Recycling

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Grade 11 NQF Level 3 or Equivalent.

- Valid Code EC Driver's Licence with PrDP.
- Certificate of Competency to Operate Heavy Plant.
- 6 Months Relevant experience.

Key Performance Requirements

- Performs 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.

CARETAKER (CSE550114)

Ref No: CSE33/24

Duration of Employment

Permanent

Place of Work

Parks- Sports Facilities

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

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

LIBRARY ASSISTANT X2 (CSE620042/061)

Ref No: CSE34/24

Duration of Employment

Permanent

Place of Work

Library Administration

EE Plan Preferred Designated Group/s

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

Basic Salary

R172 033,94 - R223 312,61 p.a. (T06)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent – NQF Level 4.

- Computer Literacy – Office Applications
- Minimum 6 months' relevant experience

Key Performance Requirements

- Provision of Library Services and performs procedural sequences/ requirements associated with aligning standards to meet customer objectives, attending to the acquisition, organization of information and, interacting and providing users with information from various media.

TRACTOR DRIVER (CSE550351)

Ref No: CSE35/24

Duration of Employment

Permanent

Place of Work

Parks - Edendale and Imbali

EE Plan Preferred Designated Group/s

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

Basic Salary

R146 451,78 - R189 163,47 p.a. (T05)

Minimum Qualifications/ Requirements

- Grade 10 or Equivalent - NQF Level 2.
- Valid Code B Driver's License and will be required to undergo training to obtain a certificate to operate a tractor.
- 3 months' relevant experience.

Key Performance Requirements

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

INFRASTRUCTURE SERVICES

FINANCIAL CONTROLLER (ISF070005)

Ref No: ISF20/24

Duration of Employment

Permanent

Place of Work

Project Management Office

EE Plan Preferred Designated Group/s

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

Basic Salary

R524 433,74 – R680 763,39 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- National Diploma/ B - Tech / B. Degree in Accounting / Financial Management - NQF Level 6/7 or Relevant and Equivalent

- Computer Literacy - Office Applications.
- Valid Code B Drivers' license.
- Minimum 4 years' relevant experience.

Key Performance Requirements

- Co-ordinate and control the Departments finance/ 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 with regards to Finance activities in respect of MIG/CNL/OGF/EPWP projects.

SENIOR TECHNOLOGIST (ISF260028)

Ref No: ISF21/24

Duration of Employment

Permanent

Place of Work

Water and Sanitation

EE Plan Preferred Designated Group/s

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

Basic Salary

R524 433,74 – R680 763,39 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric/ Grade 12 or Equivalent NQF Level 4
- B. Tech Degree in Civil Engineering - NQF Level 6/7.
- Registration as a Professional Pr Technologist will be an added advantage.
- Computer Literacy – Office Applications.
- Valid B Drivers' license.
- Minimum 5 years' relevant experience.

Key Performance Requirements

- Manage the key performance areas and result indicators associated with Water & Sanitation Projects through the investigation, analysis, interpretation and reporting of project developmental requirements (Tender Adjudication, Operations & Maintenance Contracts Management, Budget Monitoring & Quality Control) against the capacity and capability of the department to accomplish immediate and short-term service delivery objectives in keeping with the Integrated Development Plan of the Municipality.

SUPERINTENDENT (SANITATION AND MAINTANANCE) (ISF2600436)

Ref No: ISF22/24

Duration of Employment

Permanent

Place of Work

Sanitation

EE Plan Preferred Designated Group/s

RL

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

Basic Salary

R465 782,71- R604 626,66 p.a. (T13)

Minimum Qualifications/ Requirements

- Trade Certificate Artisan Plumbing/ Bricklaying - NQF Level 5
- Computer Literacy – Office Applications
- Valid Code B Driver's Licence
- 5 years' relevant experience.

Key Performance Requirements

- Coordinate and control the operations and maintenance at the Sanitation Sub Unit by ensuring that the sewer reticulation system is adequately operational and maintained, inclusive of monitoring and implementing procedures, conducting of tests and analysis, establishing resource requirements, planning and scheduling maintenance programs and evaluating outcomes, monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

**FOREMAN (NEW WORKS)
(ISF260037)**

Ref No: ISF23/24

Duration of Employment

Permanent

Place of Work

New Works

EE Plan Preferred Designated Group/s

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

Basic Salary

R413 709,33 - R537 013,59 p.a. (T12)

Minimum Qualifications/ Requirements

- Trade Certificate in Artisan Plumbing- NQF Level 5.
- Computer Literacy - Office Applications.
- Valid Code B Driver's license.
- 5 Years relevant experience.

Key Performance Requirements

- Coordinate and control the operations and workflow processes associated with meter connections and restrictions, new works, reactive maintenance, planned maintenance and water losses,, inclusive of the monitoring and the implementation of procedures, applications, systems and controls for general water maintenance including programs, establishing resource requirements, planning and scheduling reactive and planned programs and evaluating outcomes including monitoring and attending to deviations in productivity and performance and attending to

specific administrative and information reporting requirements and processes.

**FOREMAN (PLANNED MAINTENANCE)
(ISF260040)**

Ref No: ISF24/24

Duration of Employment

Permanent

Place of Work

Planned Maintenance

EE Plan Preferred Designated Group/s

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

Basic Salary

R413 709,33 - R537 013,59 p.a. (T12)

Minimum Qualifications/ Requirements

- Trade Test Certificate in Artisan Fitter & Turner/ Plumber/ Bricklaying NQF Level 5.
- Computer Literacy - Office Applications.
- Valid Code B Driver's license.
- 5 Years relevant experience.

Key Performance Requirements

- Coordinate and control the operations and workflow processes associated with meter connections and restrictions, new works, reactive maintenance, planned maintenance and water losses,, inclusive of the monitoring and the implementation of procedures, applications, systems and controls for general water maintenance including programs, establishing resource requirements, planning and scheduling reactive and planned programs and evaluating outcomes including monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and processes.

**TECHNICIAN
(ISF250066)**

Ref No: ISF25/24

Duration of Employment

Permanent

Place of Work

Roads Rehabilitation & Programmes

EE Plan Preferred Designated Group/s

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

Basic Salary

R350 426,39- R454 874,65 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Degree Civil Engineering - NQF Level 6/7 or Relevant and Equivalent
- Registration as Candidate Technician with Engineering Council of South Africa within three months of appointment.
- Computer Literacy - Office Applications.

- Valid Code B Driver's license.
- 1 Year relevant experience.

Key Performance Requirements

- Apply key technical procedures and applications associated with roads and stormwater infrastructure rehabilitation project functions, relating to the planning, design and implementation of maintenance programs, executing operational plans and monitoring outcomes and, attending to processes aimed at ensuring compliance through the provision of guidance and advice, planning and analysis in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.

TECHNICIAN (CONSTRUCTION) (ISF260018)

Ref No: ISF26/24

Duration of Employment

Permanent

Place of Work

Planning, Design and Construction Monit

EE Plan Preferred Designated Group/s

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

Basic Salary

R350 426,39- R454 874,65 p.a. (T11)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ B. Degree Civil Engineering - NQF Level 6/7 or Relevant and Equivalent equivalent.
- Registration as Candidate Technician with Engineering Council of South Africa within three months of appointment.
- Computer Literacy - Office Applications.
- Valid Code B Driver's license.
- 1 Year relevant experience.

Key Performance Requirements

- Coordinate and perform tasks/ activities pertaining to Capital New Works associated with the quality control and monitoring of infrastructure projects during the various stages of building, generating reports detailing the status of the programme/ projects, attending to contracts and certifying payments and/or recommending cancellation of contract/s due to poor workmanship.

ARTISAN (MECHANIC) (ISF240010)

Ref No: ISF27/24

Duration of Employment

Permanent

Place of Work

Mechanical Workshops

EE Plan Preferred Designated Group/s

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

Basic Salary

R296 845,52 - R385 315,56 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate (Artisan Mechanical) - NQF Level 5.
- 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 SUPERVISOR (ISF250234)

Ref No: ISF28/24

Duration of Employment

Permanent

Place of Work

Roads and Stormwater: Central

EE Plan Preferred Designated Group/s

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

Basic Salary

R296 845,52 - R385 315,56 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate in Artisan Bricklaying/ Road Construction/ Maintenance - NQF Level 5.
- Valid Code C1 Driver's Licence with PrDP.
- 2 years relevant experience, of which 2 years in supervisory level will be an added advantage.

Key Performance Requirements

- Perform tasks associated with supervising and controlling personnel, undertaking tasks with the roads, road patching, masonry/ concrete work (brickwork, kerb-laying, laying of concrete foundations, slabs, etc.), identifying, communicating and applying contingency measures in accordance with instructions to minimize specific problems/ defects, guiding personnel on routine operational activities and supporting specialist personnel with the execution of repair and maintenance sequences.

ARTISAN (PLUMBER/ FITTER) (ISF260178)

Ref No: ISF29/24

Duration of Employment

Permanent

Place of Work

Reactive Maintenance

EE Plan Preferred Designated Group/s

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

Basic Salary

R296 845,52 - R385 315,56 p.a. (T10)

Minimum Qualifications/ Requirements

- Trade Certificate in Artisan Plumbing/ Fitting - NQF Level 5.
- 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, 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 and to ensure downtime and disruptions are minimized, contributing positively towards sustaining acceptable service delivery standards.

DRIVER / SUPERVISOR (ROAD MARKERS)
(ISF250155)

Ref No: ISF30/24

Duration of Employment

Permanent

Place of Work

Waste Garden Sites

EE Plan Preferred Designated Group/s

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

Basic Salary

R207 992,05 - R269 959,38 p.a. (T07)

Minimum Qualifications/ Requirements

- 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 specific road traffic markings in terms of the South African Road Traffic Signs Manual, and aligns and assigns general maintenance/ new works, transportation of

material/ equipment and personnel to/ from work sites and operating heavy vehicles.

SENIOR TEAM LEADER
(ISF260260)

Ref No: ISF31/24

Duration of Employment

Permanent

Place of Work

Water Loss

EE Plan Preferred Designated Group/s

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

Basic Salary

R207 992,05 - R269 959,38 p.a. (T07)

Minimum Qualifications/ Requirements

- Grade 12/ Matric plus SAQA accredited Relevant Certificate – NQF Level 5.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence with PrDP.
- 12 Months relevant experience.

Key Performance Requirements

- Coordinate and control the operations associated with Water Losses services through the application of laid down procedures with respect to the monitoring of water consumption rates, pressure, investigating/identifying faulty water meters, processing water consumption reports, conducting analysis of excessive water consumption and conducting specific administrative functions.

ELECTRICITY SUPPLY SERVICES

MANAGER (METERING & TARIFFS)
(ISF700050)

Ref No: ESS13/24

Duration of Employment

Permanent

Place of Work

Technical Services

EE Plan Preferred Designated Group/s

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

Basic Salary

R524 433,74 – R680 763,39 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- B.Tech or B SC in Electrical Engineering NQF Level 7.
- Registered as a Professional Engineer (Pr Eng) / Professional Technologist (Pr. Tech).
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence
- 4 years relevant experience

Key Performance Requirements

- Manage the key performance areas and result indicators associated with Tariff Design and Metering through the implementation of specific policies and procedures, optimizing performance of the department through the development of sound relationship with internal and external clients, interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives.

SERVICEMAN (ISF700148)

Ref No: ESS14/24

Duration of Employment

Permanent

Place of Work

Revenue Enhancement

EE Plan Preferred Designated Group/s

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

Basic Salary

R207 992,05 - R269 959,38 p.a. (T07)

Minimum Qualifications/ Requirements

- Matric/Grade 12 with Mathematics and Physics /N3 Electrical - NQF Level 4
- will be required to obtain Level 2 Disconnection and Reconnection Competence Certificate within 12 months.
- Valid code B Driver's Licence.
- 1 Year relevant experience.

Key Performance Requirements

- Perform tasks/ activities associated with the disconnection and reconnection of electrical meters (working on live mains) in the Customer Services Section (Electricity), to provide an effective and efficient customer service in accordance to the requirements of the Section.

SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES

MANAGER (ENVIRONMENTAL HEALTH) (SDE500001)

Ref No: SDE06/24

Duration of Employment

Permanent

Place of Work

Environmental Health

EE Plan Preferred Designated Group/s

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

Basic Salary

R680 763,39 - R883 657,72 p.a. (T16)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma/ Degree in Environmental Management/ Nature Conservation - NQF Level 6/7.
- Registration with Health Professionals Council of South Africa (HPCSA)
- Computer Literacy – Office applications.
- 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 programmes designed to accomplish key service delivery objectives and statutory requirements related to environmental health 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.

PROJECT MANAGER (SDE310008)

Ref No: SDE07/24

Duration of Employment

Permanent

Place of Work

Human Settlements- Implementation

EE Plan Preferred Designated Group/s

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

Basic Salary

R524 433,74 – R680 763,39 p.a. (T14)

Minimum Qualifications/ Requirements

- Matric / Grade 12 - NQF Level 4 or equivalent.
- National Diploma /B Tech/Degree in Civil Engineering or Relevant and equivalent qualification in the built environment.
- Project Management Skills/ Management Certificate
- Knowledge of Department of Housing Policy.
- Computer Literacy - Office Applications.
- Valid Code B Driver's Licence
- 4 years relevant experience

Key Performance Requirements

- Manage the project management service in the Housing Delivery Projects Management Section, with respect to the execution and implementation of average to high complexity type Housing Projects through the management of the process of analysing, investigating, assessing and mapping out critical deliverables and costing frameworks, preparing and defending contractual terms or,

resolving disputes and, providing information and advice on best practices to guide, enable and ensure key project milestones are accomplished in accordance with client objectives and budgeted capital budgeted frameworks.

**ADMINISTRATION OFFICER
(SDE160034)**

Ref No: SDE08/24

Duration of Employment

Permanent

Place of Work

Economic Development

EE Plan Preferred Designated Group/s

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

Basic Salary

R296 845,52 - R385 315,56 p.a. (T10)

Minimum Qualifications/ Requirements

- Matric / Grade 12 plus Accredited Public Administration Certificate - NQF Level 5 or Relevant and Equivalent
- Computer literacy - Office Applications.
- Valid Code B Driver's Licence.
- 2 years relevant experience.

Key Performance Requirements

- Co-ordinate and guide the application of procedures and sequences associated with office administration for the Economic Development section, developing and maintaining the administration system, maintaining the office filing system, preparation of responses and provision of information to support query resolution, executing specific actions to facilitate compliance with statutory regulations and by-laws and attends to specific communications support activities.

**ENVIRONMENTAL HEALTH ASSISTANT X2
(SDE500034/035)**

Ref No: SDE09/24

Duration of Employment

Permanent

Place of Work

Environmental Health

EE Plan Preferred Designated Group/s

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

Basic Salary

R263 628,27– R342 231,78 p.a. (T09)

Minimum Qualifications/ Requirements

- Matric / Grade 12 plus Accredited Relevant Certificate - NQF Level 5.
- Peace Officer Certificate.

- Registration with Health Professionals Council of South Africa (HPCSA)
- Computer literacy - Office Applications.
- Valid Code EB Driver's Licence.
- 12 months 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.

**RIPENING ROOM ASSISTANT
(SDE450040)**

Ref No: SDE10/24

Duration of Employment

Permanent

Place of Work

City Entity- Market Operations

EE Plan Preferred Designated Group/s

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

Basic Salary

R146 451,78 - R189 163,47 p.a. (T05)

Minimum Qualifications/ Requirements

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

Key Performance Requirements

- Performs activities/tasks associated with the ripening of produce at the Municipal Market.

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.

Closing Date: DEC 13 2024 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: DEC 02 2024

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


MRS. MN. NCOBO

DATE: 28/11/2024

