



# MSUNDUZI MUNICIPALITY INTERNAL/ EXTERNAL ADVERTISEMENT

Vacancy Circular No. 29/2025



*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.*

## COMMUNITY SERVICES

**DEPUTY MUNICIPAL MANAGER: COMMUNITY SERVICES**  
(CSE390001)

REF: CSE40/25

### PURPOSE OF POSITION

Responsible for providing Strategic Leadership and Direction in the following functional areas Public Safety, Emergency Services, Waste Management, Recreation and Facilitation and Area Based Management.

### REMUNERATION PACKAGE

Minimum R1 462 468,00

### PERIOD OF EMPLOYMENT

Permanent

### PLACE OF WORK

City Hall-Pietermaritzburg

### MINIMUM QUALIFICATIONS/ REQUIREMENTS

- Matric/ Grade 12 or Equivalent NQF Level 4
- B Tech / B. Degree in Social Science / Public Management / Law or equivalent - NQF level 7.
- A recognized Postgraduate degree at NQF Level 8 will be a strong recommendation.
- Professional Registration recognised by relevant Professional body will be an added advantage.
- PSIRA Grade B Registration will be an added advantage.
- Certificate in Municipal Finance Management (SAQA ID No 48965) or to be attained within 18 months of appointment, failing which, the employment contract will terminate automatically within one (1) month after the applicable period.
- A minimum of 5 Years' experience at Middle Management level and proven successful institutional transformation within the field of Community Services and Community Development (Preferably at a Local Government or Public Sector)
- A valid driver's license (Minimum Code B)

### LEADING COMPETENCIES

- Strategic Direction and Leadership
- People Management & Empowerment
- Programme & Project Management
- Financial Management.
- Change and leadership
- Governance leadership

### CORE COMPETENCES

- Moral Competence.
- Planning and Organising.
- Analysis and Innovation.
- Knowledge and Information Management
- Communication.
- Results and Quality Focus.

### KEY RESPONSIBILITY AREAS

- Public Safety (Security, Traffic and Fire)
- Emergency Services & Enforcement (Disaster Management)
- Waste Management
- Recreation and Facilities
- Area Based Management

### KEY PERFORMANCE AREAS

- Provides overall strategic leadership and the management of the Business Unit.

- Provides oversight and ensures prompt service delivery in conducting Public Safety activities, which include Security, Peacekeeping, Traffic Law Enforcement, Crime Prevention, Disaster Management and Fire suppression and prevention.
- Ensures speedy resolution of problems emanating from Community Development Initiative.
- Provides oversight and ensures efficient operations in all facets of Waste Management Services. Parks and Recreation, maintenance of Municipal Buildings, grounds, open spaces and Cemeteries.
- Provides oversight and ensures service delivery in all facets of Area Based Management.

*Any successful candidate will be granted a period of 18 months to attain the required competencies subject to the employee meeting the relevant qualification and experience of the post advertised as per Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007 and the MFMA Exemption Notice of March 2014*

### NOTE

- Qualification and SA citizenship checks will be conducted on all
- Shortlisted candidates. Probity checks will be done where necessary. Successful candidates will be subjected to additional checks and competency assessments.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- The successful candidate will be required to sign an employment contract, a performance agreement and a disclosure of financial interest before commencement of duty.

### PROSPECTIVE APPLICANTS SHALL BE SUBJECTED TO COMPETENCE ASSESSMENTS AND SECURITY VETTING.

Written application must be submitted on the Prescribed Annexure C of Government Gazette no 37245 dated 17 January 2014. The form needs to be filled in completely and signed on the last page (in the event that the application is not completed properly, the application will be disqualified). The form can also be obtained from the Msunduzi Municipality website [www.msunduzi.gov.za](http://www.msunduzi.gov.za)

### The following attachments are required:

- The Application form
- Covering Letter
- Detailed CV with two referees with current contact information
- Certified copies of qualifications / certificates, ID and Driver's licence (certified within 3 months or less of the closing date
- Applicants are requested to furnish telephone number/s at which they may be contacted.

The application needs to be addressed to the Municipal Manager: Mr. SF. Mdebele and be posted in the box provided on the Ground Floor next to Security in Professor Nyembezi Centre Pietermaritzburg or posted to Private Bag X321, Pietermaritzburg, 3200. Enquiries Ms. SZ Ndlovu (033-392 1112)

Closing date: **15 SEP 2025**

### IMPORTANT NOTICE TO APPLICANTS

No late applications will be considered  
No faxed or e-mailed applications will be considered  
Applications submitted on a Z83 or any other form that is not Annexure C as indicated above WILL NOT be considered  
All interviews will be done in English.

The Directorate: Human Resources will not accept responsibility for information not mentioned in applications. The Directorate Human Resources will not be held responsible for lost applications unless proof of submission can be supplied. Should there be no correspondence from the Municipality within sixteen weeks after the closing date, kindly consider your Application to be unsuccessful.

**CANVASSING OF COUNCILLORS AND/OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION.**  
**THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS**

The Msunduzi Municipality is an Affirmative Action/ Employment Equity Employer. Msunduzi Municipality is guided by the principle of Employment Equity. People with disabilities are encouraged to apply. Please note that the Qualification that is not accredited by SAQA (South African Qualification Authority) will not be considered.

The advertising of these posts are authorised by the Municipal Manager:

  
MR. S. MNDEBELE

Date: 21/08/2025

RW

## APPLICATION FORM FOR EMPLOYMENT

### TERMS AND CONDITIONS

1. The purpose of this form is to assist the Municipality in selecting suitable candidate for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidate shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of Senior Managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

### A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number	
Name of the Municipality	
Notice service period	

### B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability			Yes	No
If yes, elaborate				
Are a South African Citizen				
If no, what is your Nationality				
Work Permit Number (if any):				
Do you hold any political office in a political party, whether, temporary or acting capacity? If yes, provide information below.			Yes	No
Political Party:	Position:		Expiry date:	
Do you hold a professional membership with anybody? If yes, provide information below			Yes	No
Professional Body:	Membership Number:		Expiry date:	

### C. CONTACT DETAILS

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	Email	Fax
Correspondence contact details (in terms of the above)			

<b>D. QUALIFICATIONS</b> (Additional information may be provided in your CV)			
Name of School/ Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year Obtained

<b>E. WORK EXPERIENCE</b> (Additional information may be provided on your CV)						
Employer (Starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality.						

<b>F. DISCIPLINARY RECORD</b>		
Have you been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, Name of the Municipality/ Institution:		
Type of a Misconduct/ Transgression.		
Date of Resignation/ Disciplinary case finalised		
Award/ Sanction		
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

<b>G. CRIMINAL RECORD</b>		
Were you convicted from a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date criminal case finalised		
Outcome/ Judgment		

<b>H. REFERENCE</b>				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

<b>I. DECLARATION</b>	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification of termination of my employment contract, if appointed.	
Signature:	Date: