

STAFF VACANCY ETHEKWINI MUNICIPALITY

CIRCULAR NO. 613

Applications are invited for the vacant positions within the various Departments / Directorates, as detailed in the circular. Except where the contrary applies, appointments made will be in terms of the Conditions of Services applicable within the eThekwini Municipality.

Application forms are obtainable from any Human Capital section and must reach the addresses indicated not later than 12:00 (Midday) on the dates stated. Candidates must clearly state the position to which appointment is sought, and if consideration for more than one vacancy (even in the same Department) is desired, then separate applications must be submitted in respect to each such position.

Applicants are requested to furnish telephone number/s at which they may be contacted.

PLEASE NOTE: - Canvassing of Councillors and Officials in respect of these positions will lead to disqualification of the applicants.

Human Capital Directorate

DURBAN

13/03/2026



eThekwini Municipality is guided by the principles of Employment Equity. Women and people with disabilities are encouraged to apply.

INTERNAL / EXTERNAL APPLICANTS

The Municipality is committed to the provisions of the Employment Equity Act in its Recruitment /Employment policies

COMMUNITY SERVICES DEPARTMENT DIRECTOR (NATURAL SCIENCE MUSEUM)

REF NO: 44001038

RECREATION AND PARKS DIRECTORATE

Total Value of Remuneration Package

R 1 256 750.00 / R 1 603 022.00 pa

Grade 16

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy, and Car Allowance) are payable in accordance with the rules/requirements of the respective benefit schemes and any revisions that may occur from time to time which may alter the Total Value of Remuneration Package. In addition, other allowances may be payable (where applicable).

Job Purpose:

Manages the key performance areas associated with the Natural Science Museum through the development of research and acquisition plans and alignment of public relations and educational strategies to increase awareness and interest.

Key Responsibility Areas:

- Directs objective setting and alignment of functions of the Natural Science Museums in the region.
- Manages outcomes associated with utilization, productivity and performance of personnel within the Branch.
- Develops and, implements and monitors the adequacy of procedures, systems and controls associated with the operations and functions of the Natural Science Museum in the region.
- Manages the key performance areas associated with creating awareness and interest of the Natural Science Museum collections and research locally and internationally.
- Directs applications and processes associated with studying and exhibition of the Natural Science collection at the Museum.
- Disseminates functional information on the immediate, short and long term objectives and, current applications and constraints.
- Co-ordinate administrative sequences associated with analysis, verification and preparation of reports and responses.

Competencies:

- Planning
- Organisational Awareness
- Use of Technology
- Project Management
- Data Processing & Analysis
- Communication
- Service Delivery orientation
- Change Readiness
- Team Orientation
- Direction Setting

Essential Requirements:

- Master's Degree (NQF Level 9) in Natural Science or Zoology.
- Valid motor vehicle driving license.
- 6 years relevant experience in Museology and Natural Science or Zoology of which 2 years must be at a managerial level.

Preferred Requirements:

- Doctor of Philosophy (NQF Level 10) in Natural Science or Zoology.
- 7 Years relevant experience in Museology and Natural Science or Zoology of which 3 years must be at a managerial level.

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In addition to the basic salary reflected above, the Municipality offers a 13th cheque, housing subsidy (subject to certain conditions), normal pension benefits and generous vacation leave.

Applicants who have not been contacted / notified within 3 months of the closing date of this advert should consider themselves unsuccessful.

Please quote the reference number of the vacancy in all circumstances.

Any employee may be required to be deployed and report to any of the offices, depots, or workplaces of the Municipality within its area of jurisdiction. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Canvassing Councillors or Officials in respect of these positions will lead to the disqualification of the applicants.

You shall be required to undergo a pre-engagement medical examination to be conducted by a medical officer in the employ of the Municipality.

To apply email to: eRecruit.Prc@durban.gov.za – closing date is Friday, 27/03/2026
