

RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE:109 of 2024

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well motivated, assertive and result driven candidates to appoint to the following posts:

TREASURY DEPARTMENT

National Treasury has introduced a finance internship programme to promote capacity building in Municipalities. Interns will gain first hand practical experience and be further trained in strategic reforms in Municipal Finance. Applications are therefore invited from historically disadvantaged graduates for the following positions:

FINANCIAL MANAGEMENT INTERN (3 POSTS)
(2 years contract)

Salary: R100 000 .00 per annum (All inclusive package)
(No benefits or allowances will be payable)

Requirements: Have at least 3-year national diploma/ BCom degree or equivalent, majoring in Accounting and/or Local Government Finance • Have good oral and written communication skills in English • Be computer literacy and have knowledge of Windows spreadsheet applications • Graduates who come from within the Ray Nkonyeni Municipal area will gain preference (Attach proof of residence and academic records).

Key Performance Areas: Assist in implementing General Access Municipal Accounting Practice • Assist in developing statistical reporting modules • Assist in developing financial Policies and procedures • Assist in the compilation of financial statements and management reports • Assist with reconciliations and financial analysis • Electronic capturing of financial data • Other financial functions.

SYSTEMS ADMINISRATOR (BUDGET)
(TASK GRADE 11)

Salary: R319 809 .96 to R415 144 .56 per annum (Excluding all benefits)

Requirements: National Diploma (NQF6) in Financial Information System • 2 to 3 years' experience in Municipal Environment• Demonstrate practical knowledge of mSCOA • Code B Driver's License • Previous experience in Budget and Reporting section will be an added advantage • Good interpersonal communication and reporting skills • Computer literacy, especially MS Excel • Analytical and numeric skills • Knowledge of accounting standards.

Key Performance Areas: Provides support associated with the capability of application software, peripheral devices, connectivity and/ or functionality of operating software and hardware devices. • Performs specific administrative activities associated with the functionality, by updating asset details of computer equipment and accessories located within the Division. • Maintaining records of licences permitting the use of specific software. • Interacting with the Buyer and/ or communicating with external suppliers to provide costs/quotations for new equipment/ software and submitting to the immediate superior for approval. • To ensure instructions are complied with and administrative records maintained in accordance with departmental guidelines. • Facilitation of expenditure reforms. • Internal and external reporting in terms of MFMA,

mSCOA, DoRA and other legislative requirements. • Attend to internal and external audit queries by ensuring that internal control procedures are always adhered to.

TECHNICAL SERVICES DEPARTMENT

SUPERVISOR: STORM WATER – (Re – advertisement)

(TASK GRADE 10)

Salary: R270 896. 88 – R351 623 .16 per annum (Excluding all benefits)

Requirements: Grade 12 • 3 years relevant tertiary qualification (Diploma/Degree) • 3 years relevant experience • Code C1 Drivers Licence. The successful candidate must be in a position to obtain PrDP within thirty (30) days of appointment.

Key Performance Areas: Co-ordinating and Maintaining Operational Efficiency is key in monitoring and controlling procedural applications associated with the operations of Road Maintenance and Storm Water Drainage activities in order to ensure acceptable standards are maintained at the site and departmental guidelines and statutory/regulatory requirements are observed • Supervision is essential in co-ordinating and controlling the tasks/activities of personnel; and allocates and prioritises outcomes in order to ensure personnel are capacitated and capable of performing at acceptable levels, deviations addressed and corrective measures implemented to sustain productivity and efficiency • Administrative Functions in terms of Registers and Recordkeeping is essential to co-ordinate specific administrative and reporting requirements in order to ensure administrative sequences dictating reporting requirements, approval procedures and maintenance of records are complied with.

COMMUNITY SERVICES DEPARTMENT

SUPERVISOR AQUATIC SAFETY (Re – advertisement)

(TASK GRADE 7)

Salary: R 189 803 .52 to R 246 374 .88 per annum (Excluding all benefits)

Requirements: Grade 12 • 1 – 2 years' relevant supervisory experience • Code C1 Driving License with PrPDP

Key Performance Areas: Co-ordinates and controls the operational functionality associated with the pool and beach maintenance and maritime safety • Preparing progress reports for work done/ operational documentation (vehicle log sheets; overtime schedules; timesheets) extracting information from activity lists and forwarding for approval and processing • Ensure effective utilization of hired plant through keeping time sheets and record breakdowns • Maintaining procedural records and registers of inspections and incidents and, providing details during internal assessments • Inspecting the surrounds and facilities (change rooms, etc), reporting specific building maintenance requirements to the immediate superior and activating general maintenance (grass cutting, etc) requirements • Monitors the storage and care of tools, materials and equipment in order to ensure materials, tools and equipment are available to commence and complete activities and accomplish laid down maintenance deadlines.

Ray Nkonyeni Municipality is guided by the principles of Employment Equity.

Closing date: Friday, 07 June 2024

NB: Applications must reach our office by no later than 16h00 on the closing date!

Canvassing of Councillors will disqualify the applicant.

Submit **Application Form**, CV's with certified copies of qualification to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240

Enquiries : Human Resources Manager

Telephone : (039) 688 2023 /2075/ 2077

NB : If you don't hear from us within 21 working days of the closing date, regard your application as unsuccessful.