

RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 147 of 2024

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

OFFICE OF THE MUNICIPAL MANAGER

RISK MANAGEMENT OFFICER
(TASK GRADE 12)

Salary: R377 561,40 - R490 100 .76 per annum (Excluding all benefits)

Requirements: A three-year National Diploma / B. Degree or equivalent in Risk Management/ Internal Audit • A minimum of 3 years relevant experience in Risk, Ethics Management and Compliance • Registered with the Institute of risk management / relevant body • A valid South African Driver's License • Relevant experience in a municipal environment and professional certifications / designations will be an added advantage.

Key Performance Areas: • Facilitate the implementation of the approved risk management plan in accordance with established practices and standards • Conduct risk and ethics assessments at strategic and operational levels • Ensure that an effective, efficient and transparent system of risk management is implemented and maintained • Populate and update risk registers regularly • Maintain evidence for control assessments and progress on action plans on a quarterly basis • Continually assess and identify potential risks and evaluate these to ensure that they are appropriately mitigated • Produce quality reports and recommendations for submission to the relevant committees to enable stakeholders to stay informed and receive information in good time so that they can make informed decisions • Continuously transfer risk management principles and practises through training interventions to all stakeholders within the Municipality and ensure that all role-players are sufficiently informed regarding risk management by conducting risk management awareness and training workshops • Review all ethics and risk management policy documents • Monitor and report on the status of compliance with key legislated activities that are applicable to the municipality • Take part in the municipality's performance management and development system • Provide guidance to subordinates.

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, 02 August 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 required documents 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.