

MUNICIPAL NOTICE: 33 of 2024

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well-motivated, able to work under pressure and with strict deadlines, assertive and result driven candidate to appoint to the following posts:

COMMUNITY SERVICES DEPARTMENT

SUPERINTENDENT – REFUSE COLLECTION (Re-advertisement) (TASK GRADE 10)

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

Requirements: Grade 12 • Diploma: Public /Project Management or Logistic Management • 2 – 3 year's relevant experience • Code C1 Driving License.

Key Performance Areas: Monitor and controls procedural applications associated with the operations associated with the upliftment of refuse – Commercial and Garden Transfer Station Skip upliftment • Co-ordinates and controls the tasks/ activities with controlling personnel performance, productivity and discipline • Performs all administrative tasks / activities associated with the updating and maintain records / information related to the activities / operations at the depot • Communication with the area manager and establishing technical details / specifications and requirements for streets and public amenities cleaning.

SUPERVISOR AQUATIC SAFETY (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.

TREASURY DEPARTMENT

SENIOR ACCOUNTANT – ASSETS (TASK GRADE 13)

Salary: R 425 084 .52 to R 551 786 .28 per annum (Excluding all benefits)

Requirements: B Degree (NQF 7) in Accounting • Municipal Finance Management Programme (MFMP) / SAICA Training Programme (Articles) • 3 to 5 years' experience in Asset Management and practical knowledge of mSCOA will be an added advantage • Code B Driver's License • Good interpersonal communication and reporting skills • Computer literacy, Advanced MS Excel • Analytical and numeric skills • Knowledge of accounting standards.

Key Performance Areas: Maintain a system of internal controls for the recording and updating of asset acquisition information on the respective registers as may be prescribed to ensure asset acquisitions forms are properly completed and asset amendment forms comply with the classifications in terms of GRAP • Monitor and safeguard assets in order to ensure that asset verification objectives are achieved within the desired time frames as may be required by the immediate supervisor, and that the verification methodology and approach complies with GRAP • Maintains a system of internal controls for transfer of ownership of assets and or disposal of assets in terms of the MFMA, SCMP and municipal immovable assets transfer regulations as prescribed by National Treasury in order to ensure that disposal information is consolidated and complies with council's asset management policies and procedures • Attend to internal and external audit queries by ensuring that internal control procedures are adhered to at all times.

TECHNICAL SERVICES DEPARTMENT

SOCIAL DEVELOPMENT FACILITATOR (TASK GRADE 11)

Salary: R 319 809 .96 to R 415 144 .56 per annum (Excluding all benefits)

Requirements: Grade 12 • Diploma in Community / Social Development • 3 years' experience in Community and or Social Development • Code B Driving License.

Key Performance Areas: Facilitate the formation of Project Steering Committees and ensuring their induction is done • Assist in the development of EPWP sector plans relating to infrastructure sector and upload information onto relevant information system • Disseminating information to the communities with regards to the initiatives of the Municipalities capital projects implementation • Attend to grievances lodged by the communities related to the Projects • Collaborate with external departments (Department of Human Settlement, COGTA, DOT, Public Works) on specific issues pertaining to the implementation of social upliftment and development plans and programmes • Participate in various meetings (internal/external forums) and provide comments/opinions on matters affecting or concerning deliverables.

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

Closing date: Friday, 15 March 2024

Canvassing of Councillors will disqualify the applicant.

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

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

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.

MR KJ ZULU
MUNICIPAL MANAGER