

**RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 055 of 2026**

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:

**OFFICE OF THE MUNICIPAL MANAGER
PRINCIPAL CLERK – LEGAL AND COMPLIANCE
TASK GRADE 7
REFERENCE: HRM260409/01**

Salary: R211 406 .04 to R274 414 .00 per annum (Excluding all benefits)

Requirements: Grade 12 • Diploma/Degree in Law, Paralegal Studies or equivalent will be an added advantage • Computer literacy in MS Word and Excel • At least 1-2 years of relevant experience in administration, preferably within a legal environment • Code B Driver's license.

Competencies: Legal Knowledge and Understanding • Administrative expertise • confidentiality, data protection • Information Analysis • Attention to detail • Communication and Interpersonal Skills.

Key Performance Areas: The successful candidate will be responsible for the administrative function within legal section • Creation, Keeping and maintenance of files records, registers and reports • Coordinating administrative submission of information • Dealing with general enquiries and correspondence • Performing manual and electronic research of legal documentation and information • Maintaining a legal library and updating legal reference services • Typing of correspondence and legal documentation according to laid-down procedures and standards • Providing secretarial and administrative support to the Legal Services .

TECHNICAL SERVICES DEPARTMENT

**SUPERVISOR: STORM WATER
TASK GRADE 10
REFERENCE: HRM260409/02**

Salary: R301 728. 96 – R391 643.04 per annum (Excluding all benefits)

Requirements: Grade 12 • Diploma or Degree in Civil Engineering or relevant qualification in built environment • 3 years relevant experience • Code C1 Drivers Licence with PrDP or be legible to get PrDP within three months from the start date.

Competencies: Ability to supervise personnel and monitor maintenance and repair of stormwaters. Prepare reports, registers and proper record keeping.

Key Performance Areas: •Inspect stormwater drains• Develop maintenance plan drainage system • Facilitate the construction and rehabilitation of stormwater structures such as pipe culverts, kerb and channelling, manholes, wing walls, head walls, gabion structures and v-drain structures• Allocate tasks and supervise personnel • Monitor attendance and performance of personnel• Address workplace

conflict through proper procedures • Prepare operational reports and maintain proper record keeping.

Ray Nkonyeni Municipality is guided by the principles of Employment Equity. People from designated groups are encouraged to apply.

Closing date: 24 April 2026

PLEASE NOTE:

- Applicants must submit their applications using the municipality's prescribed form that is obtainable from the municipality's website, together with their CVs and certified copies of their supporting documents.
- Faxed or emailed applications will **NOT BE** accepted
- Canvassing for positions will disqualify the applicant
- All applications must be directed to the Acting Manager Human Resources, Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240
- *Applications must reach our office by **NO LATER** than 16h00 on the closing date!*

Enquiries : Acting Manager Human Resources
Telephone : (039) 688 2023 /2072/ 2074/2075/2076

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