

MUNICIPAL NOTICE: 026 of 2023

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:

STRATEGIC PLANNING AND GOVERNANCE

EXECUTIVE SECRETARY – MAYORALTY AND COMMUNICATION UNIT (TASK GRADE 7)

Salary: R180 079 .32 – R233 752 .30 per annum (Excluding all benefits)

Requirements: Grade 12 • Certificate in Secretariat Studies • Minimum of 6 months experience in Secretariat/Administration • Computer Literacy • Experience in the Communications / Public Relations related environment will be an added advantage.

Key Performance Areas: The successful candidate will be responsible for scheduling, confirming and updating the diary of the Senior Manager: Mayorality and Communications • Assist with general administration in the Mayorality and Communications Unit • Attend to all incoming calls and queries • Maintenance of filing system • Register all incoming and outgoing mail • Assist with drafting or compilation of reports for the Mayorality and Communications Unit • Assist with processing of requisitions for procurement on Munsoft • Perform any other duties and responsibilities as and when directed by your supervisor.

COMMUNITY SERVICES DEPARTMENT

HORTICULTURIST

Salary: R230 819 .88 to R299 626 .68 per annum (Excluding all benefits)

Requirements: National Diploma in Horticulture • Computer Literacy • Minimum of 3 years experience • Code B Driver's Licence.

Key Performance Areas: Manage and develop staff • Manage and control areas of finances and administration • Communicate and liaise with internal and external stakeholders • Develop relationships at area level to implement business improvement and initiatives and partnerships • Develop and monitor management plans according to the IDP and other corporate initiatives • Ensure compliance with Council's workplace policies • Manage and co-ordinate the improvement and maintenance of sports fields and council gardens, including landscaping • Manage, supervise and handle endemic Council's greening and beautification projects • Provide professional advice on the selection, ordering, planting, and maintenance of trees, shrubs and ground covers for establishment of gardens • Offer basic training and supervises subordinate personnel in operations and techniques of greening and beautification • Perform all greening and beautification related duties as required • Perform all plot clearing duties • Perform all cemetery and crematoria management duties as required.

Knowledge & Skills: Good knowledge of local government related legislation and policies • Solid knowledge of relevant/applicable legislations, regulations, and policies • Knowledge of Batho Pele principles • Burial procedures and norms • Budget control • Planning and organizing • Horticultural skills • Communicating with the public • Asset and risk management.

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

Closing date: 17 February 2023

Canvassing of Councillors will disqualify the applicant.

Submit **Application Form**, CVs 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.

MR KJ ZULU
MUNICIPAL MANAGER