

**RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 202 of 2023**

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 posts:-

COMMUNITY SERVICES DEPARTMENT

**SUPERINTENDENT – REFUSE COLLECTION
(TASK GRADE 10)**

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

Requirements: Grade 12 • Diploma: Public /Project Management or Equivalent qualification • 2 – 3 year's relevant experience • Female Candidate will receive preference • Code B 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.

**LIBRARIAN – PORT EDWARD
(TASK GRADE 11)**

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

Requirements: Bachelor in Library Science or B.Tech in Library Science • Computer literate • Strong Interpersonal, Communication and Organizational • Ability to work independently • 3 years' experience in a public library • code 08 driver's licence. have to pass competency driving within six months of employment.

Key Performance Areas: Reporting to the Senior Librarian, the Incumbent' s responsibilities will include; Counterwork, Administration, Control of Library material, supervise staff, promotional function, management of stock selection, stock development and extension of Library services, book exchange, accessing, maintenance and budget control.

**MUSEUM ATTENDANT – MARGATE
(TASK GRADE 3)**

Salary: R 118 716 .24 to R 140 145 .24 per annum (Excluding all benefits)

Requirements: Grade 10 • 12 months relevant experience, preferable Museum environment • Strong alphabetical and numerical skills • Ability to work independently.

Key Performance Areas: The incumbent is to attend to visitors to sign customer care register • General security and monitoring the visitors in the museum • Provide auxiliary assistance to hang and dismantle the exhibition • Prepare parcel for the post • Fetch and deliver post as and when required • Collect artworks from storeroom • Sort papers, photocopying, packing material for outreach programmes • Perform any other duties and responsibilities as and when directed by your supervisor.

TREASURY DEPARTMENT

STORES ATTENDANT (Task Grade 4)

Salary: R121 562 .88 to R153 322 .08 (Excluding all benefits)

Requirements: • Grade 12 (NQF Level 4) • Computer Literacy in Office Applications • 6 – 12 months relevant experience

Key Performance Areas: Checking physical items/products and confirming that details recorded on transactional documentation corresponds with receipts • issuing items/products against requisitions • loading and offloading goods/stock from and onto delivery vehicles • checking goods for quantity received/issued on delivery notes • participate in stock-taking process

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

Closing date: Friday, 06 October 2023

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.