

The Game changer of South Coast development **MUNICIPAL NOTICE: 14 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

PERSONAL ASSISTANT TO HOD COMMUNITY SERVICES (TASK GRADE 7)

Salary: R189 803 .52 – R246 374 .88 per annum (Excluding all benefits)

Requirements: • Matric • Diploma in Office Administration or Events Management • Computer Literacy • 2 years' experience in both administrative and secretarial services.

Key Performance Areas: • Reporting directly to the Head of Department Community Services, the successful incumbent's duties will include: - Handling of all internal and external correspondence • Preparation of agendas and taking of minutes for HoD's meetings • Monitoring and reporting of the departmental operating and capital budget • Arrange appointments and bookings for the HoD • Processing of HoD's reports, memorandums, items, letters • Screening of phone calls and taking of messages • Management of diary • Follow up on resolutions for actioning within the department and other departments • Compile SDBIP and departmental reports • Procurement and safe keeping of stationery and goods.

A computer test will be conducted as part of recruitment assessment.

TECHNICAL SERVICES DEPARTMENT

ELECTRICAL ASSISTANT (TASK GRADE 5)

Salary: R 133 661. 28 – 172 625. 04 per annum (Excluding all benefits)

Requirements: Grade 12 • Certificate in Electrical Field • 1-year relevant electrical experience.

Key Performance Areas: Performs specific electrical activities supporting the immediate superior during minor and major works during major installation, maintenance and repair works, attending to the preparation of the site, laying cables, removing and replacing components on isolated circuits and conducting and reporting load test outcomes • Performs activities associated with the construction and installations of medium / low voltage electrical networks by:

- Receiving instruction from the immediate superior on the layout and the execution of specific work sequences.
- Cleans worksites, stores equipment and tools and load materials prior to departure from work site.
- Painting of robot poles.
- Trenching of cable laying and closing trench on completion.
- Robot and streetlight poles hole opening for planting of poles.

- Clearing low and medium voltage cable routes.
- Clearing around mini substations.
- Preparing and keeping tools in good working order at a job site, holding and passing tools and other materials to electrician while they work.
- Obeying all lawful and reasonable orders given to you and comply with the Organisations rules, procedures, and policies.

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

Closing date: Friday, 02 February 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