

**RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 141 OF 2024**

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:-

COMMUNITY SERVICES DEPARTMENT

**SUPERVISOR/DRIVER: REFUSE / SKIP COLLECTION: NORTH – (4 POSTS)
(TASK GRADE 7)**

Salary: R189 803 .57 – R246 374 .85 per annum (Excluding all benefits)

Requirements: Basic Literacy • Code EC Driver's Licence + PDP • 1 – 2 Year Relevant Experience.

Key Performance Areas: Monitor and control refuse collection and disposal • Supervise, control, allocate and prioritise tasks/activities of personnel to ensure that they are capable of performing at acceptable levels • Monitor and address deviations and implement corrective measures in order to sustain productivity and efficiency • Keep registers and records in order to comply with reporting requirements.

SENIOR CLERK EDUCATION & WASTE MINIMISATION

(TASK GRADE 6)

Salary: R156 993. 81 – R 203 808. 70 per annum (Excluding all benefits)

Requirements: • Matric • Diploma in Office Administration • Computer Literacy • 1- 2 years' experience in both administrative and secretarial services.

Key Performance Areas: • The successful incumbent's duties will include: - Handling of all internal and external correspondence • Preparation of agendas and taking of minutes for sectional meetings • Administering payments • Receiving, attending to sections enquiries • Monitoring Complaints register and Q1-System • Consolidating information and preparing monthly reports • Capturing leave for personnel within the section • Receiving timesheets from Supervisors and submitting to the Manager for approval • Keeping and up to date filling system for the section • Administration of Burials /grave bookings • Administration for pauper burials • Administration for exhumation.

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

Closing date: Friday, 19 July 2024

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 all required documents 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.