

**RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 190 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:

TECHNICAL SERVICES DEPARTMENT

**HANDYMAN (BRICKLAYER)
(TASK GRADE 7)**

Salary: R198 344,76 to 257 461,68 per annum (Excluding all benefits)

Requirements: Appropriate level of Secondary Education (NQF 3) • CETA accredited Bricklaying certificate • 12 to 18 months experience • Required to work in all weather conditions • Must be able to work outside normal working hours during emergencies and planned overtime • Required to be on standby • Code B Driver's Licence with PrDP.

Key Performance Areas: Building of manholes • Operating hand held equipment (Jack-Hammer, power drills, etc.) to cut through concrete/ tarred surfaces and/ or monitoring/ participating in the preparation of trenches against marked out routes • Building head walls and wing walls using prescribed building bricks or blocks • Casting concrete for stormwater channels • Installation of concrete kerbing blocks and stormwater channelling • Removing defective and broken stormwater pipes and other precast structures • Clearing blocked drainage systems using high pressure cleaning systems to remove debris/ trapped waste • Repairing leaks and flushing units in Municipal Stormwater systems • Maintenance of tools and equipment • Physically loading materials and other products and/ or holding and guiding plant/ equipment during the hoisting and placement • Removing debris/ rubble, etc and cleaning worksites • comply with laid down policies, regulations and procedures • Perform any other duties and responsibilities as and when directed by the Supervisor.

CORPORATE SERVICES DEPARTMENT

**GIS OFFICER
(TASK GRADE 11)**

Salary: R334 201,44 to R433 826,04 per annum (Excluding all benefits)

Requirements: Degree/Diploma in GIS or Town and Regional Planning, Land Surveying or Civil Engineering • Diploma/Certificate in any ESRI software packages • 2 - 3 years relevant experience with end-user database experience • must be registered as a Professional Town and Regional Planner in accordance with Planning Professions Act 2002 (Act No. 36 of 2002) • Code B Drivers Licence.

Key Performance Areas: Executing the converting of data using application tools and procedures, applying instructions to change and format datasets • Accessing relevant

fields and capturing data, applying processing rules and procedures • Storing data records based on recognisable attributes conforming to entity descriptions. Execute the capture, store analyses, presentation and dissemination of geographic data • Update and maintain the spatial component of the Spatial Development Framework, work with different stakeholders on GIS matters of mutual interest • Promote access and use of GIS data within the municipality • Establish and implement controls for the GIS environment • Perform management duties associated with the GIS section to ensure data is converted logically to information facilitating the access/retrieval sequences.

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDITOR (TASK GRADE 11)

Salary: R334 201. 44 - R433 826. 04 per annum (Excluding all benefits)

Requirements: National Diploma: Internal Auditing • Membership with institute of Internal Auditor of South Africa • Minimum of two years' experience as an internal auditor • Advanced computer literacy • Previous experience in a municipal environment would be an added advantage • Excellent written and verbal communication coupled with good interpersonal skills as well as analytical skills • Code B Driver's Licence.

Key Performance Areas: Responsible for audits and monitoring of compliance with regard to various Acts, By-Laws and in particular with regard to the regulations as set out in the Municipal Finance Management Act of 2003, Act No. 56 of 2003 and according to the standards as set out by the Institute of Internal Auditors • Perform Risk Analysis, planning and execution of duties in accordance with accepted standards • Collect, analyse, interpret and document information to support audit results • Contribute to the overall functioning of the Internal Audit Unit.

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

Closing date: 04 October 2024

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.

NB: Applications must reach our office by no later than 16h00 on the closing date.

Enquiries : Manager Human Resources
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.

