

MUNICIPAL NOTICE: 17 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

WASTE MANAGEMENT OFFICER (TASK GRADE 11)

Salary: R319 809 .96– R 415 144 .56 (Excluding all benefits)

Requirements: Matric • Diploma Environmental Management / Waste Minimization • Valid Code B driver license • 3-year relevant experience • Computer Literacy.

Key Performance Areas: The incumbent will be responsible for the co-ordination and implementation of educational and advocacy programs on Good Waste Management Practices in Schools, Communities and Businesses for the promotion of waste minimization and recycling strategies for domestic, industrial and commercial sectors • Develop partnerships with key government departments and other stakeholders in the promotion of waste minimization/reduction • Implement and co-ordinate waste minimization campaigns • Assists in all recycling and waste minimization programs within Ray Nkonyeni Municipality by liaising with public, private companies and other government departments • Perform all waste education functions including initiation and implementation of advocacy programs • Conduct research and keep up to date with the information on waste minimization and recycling and report to SAWIS and all other systems • Works in partnership with departments in implementation of waste strategies • Coordinates clean-up programs with Depots and conduct inspections aimed at improving operations of waste services

PUBLIC SAFETY DEPARTMENT

CCTV OPERATOR – 2 POSTS (TASK GRADE 07)

Salary: R189 803 .52 to R246 374 .88 (Excluding all benefits)

Requirements: Grade 12 • Must have at least have 1 year experience in Control Room environment • Computer Literacy • Ability to communicate in local spoken languages (IsiZulu and English).

Key Performance Areas: Receipt and processing of calls for emergency service response and consequential radio and telephone communication • Completing incident report in OB and activity books for legal purposes • Monitor camera screens • React Immediately to alarms raised to activate response to Fire, Law Enforcement, SAPS, Emergency medical and hazardous incidents • Liaising with officials on the ground and emergency agents • Operate hardware and software including radio, computer, automatic call distributor, voice logging system and cellphones • Compile and submit reports relating to the operating efficiency of the CCTV and statistical data relating to emergency incident processed by the centre.

TRAFFIC WARDEN – 30 POSTS (TASK GRADE 06)

Salary: R156 993 .84 – R203 808 .72 per annum (Excluding all benefits)

Requirements: Grade 12 • Code B Driver's Licence • No Criminal Record (Attach Clearance Certificate) • Must pass the physical fitness test conducted by the municipality.

Key Performance Areas: The successful candidate will be responsible for the enforcement of traffic related legislation, municipal bylaws as well as responsibility of being peace officer • Communicate with the Control Room and attend to traffic on peak hour • Divert and guide traffic using hand signals • Attend to minor offences with respect to actions threatening public safety, issuing verbal warning and or trolling situations and informing the control room to dispatch armed back up in instances of serious violations • Update occurrence book inserting details of incidents and activities attended to.

TECHNICAL SERVICES DEPARTMENT

SUPERVISOR: STORM WATER (TASK GRADE 10)

Salary: R270 896.88 – R351 623.16 per annum (Excluding all benefits)

Requirements: Grade 12 • 3 years relevant tertiary qualification (Diploma/Degree in Civil Engineering) • 3 years relevant experience • Code C1 Drivers Licence with Valid PrDP

Key Performance Areas: Co-ordinating and Maintaining Operational Efficiency is key in monitoring and controlling procedural applications associated with the operations of Road Maintenance and Storm Water Drainage activities in order to ensure acceptable standards are maintained at the site and departmental guidelines and statutory/regulatory requirements are observed • Supervision is essential in co-ordinating and controlling the tasks/activities of personnel; and allocates and prioritises outcomes in order to ensure personnel are capacitated and capable of performing at acceptable levels, deviations addressed and corrective measures implemented to sustain productivity and efficiency • Administrative Functions in terms of Registers and Recordkeeping is essential to co-ordinate specific administrative and reporting requirements in order to ensure administrative sequences dictating reporting requirements, approval procedures and maintenance of records are complied with.

TREASURY DEPARTMENT

SENIOR CLERK: CREDITORS – 2 POSTS (TASK GRADE 6)

Salary: R156 993.84 to R 203 808.72 per annum (Excluding all benefits)

Requirements: Matric • National Diploma or 3 Years post matric ND or NQF Level 6 in Accounting/Finance • Minimum of 1 - 2 years' experience in accounting.

Key Performance Areas: The successful candidate will be responsible for checking and verifying source payment documentation, querying and resolving deviations, attending to and/or approved adjustments, reconciling and verifying account balances against statements, submission of monthly reports to supervisor, compilation of capital payment register, checking and verifying invoices in terms of resolutions / memorandums, capturing of relevant allowances, processing and printing cheques, issuing and recording of petty cash in order to ensure all transactions are accurately processed and creditor cheques and balances are in line with the procedures.

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

Closing date: Friday, 09 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