

**RAY NKONYENI MUNICIPALITY  
MUNICIPAL NOTICE: 124 of 2024**

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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**

**PRINCIPAL CLERK  
(REFERENCE: HR 020/2024)**

**TASK GRADE 7**

**Salary:** R 189 803, 57 – R 246 374,85 per annum (Excluding all benefits)

**Requirements:** Grade 12 • Computer literacy (MS Office) • Minimum 2 – 5 years relevant experience

**Key Performance Areas:** Receiving/distributing incoming mail • verifying information recorded on requisitions prior submission to the HOD • interacting with various departments with regards to any outstanding/incomplete documentations or information • controlling records pertaining to receiving and issuing of stationery and other office consumables • extracting specific reports from the system and forwarding them to relevant departments • attending to all complaints/queries received in the office of the HOD •

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

**Closing date: 28 June 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 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/ 2072

**NB** : If you don't hear from us within 21 working days of the closing date, regard your application as unsuccessful.