

**RAY NKONYENI MUNICIPALITY  
MUNICIPAL NOTICE 015 of 2025**

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:

**DEVELOPMENT PLANNING SERVICES DEPARTMENT**

**AVIATION SERVICES UNIT (Re-advertisement)**

**QUALITY ASSURANCE OFFICER  
(TASK GRADE 11)**

**Salary:** R 334 201 .42 – R 433 826 .00 (Excluding all benefits)

**Requirements:** Matric or equivalent (Grade 12) • Diploma in Quality Management or Diploma/Degree in Law • Certificate in Civil Aviation Authority recognized training for Quality Assurance, Root Cause Analysis • Airport Familiarization • Minimum of 3 years in the aviation industry • Aviation Security (AVSEC) Training • Hazard Identification • Incident Investigation • Previous experience in the municipal environment would be an added advantage • Excellent written and verbal communication skills • Valid Code B Driver's License • Civil Aviation Regulations (SACARs) & Technical Standards (SACARs & CATS – Part 139 and Part 140) • ICAO Annex 14 Requirements and Application • Advanced computer literacy and knowledge of presentations.

**Key Performance Areas:** Responsible for Quality Assurance audits and monitoring of compliance with regards to Aviation Legislation and in particular with regulations as set out in the Civil Aviation Act No 13 of 2009 and International Civil Aviation Organization (ICAO) • Performing duties ensuring that the quality assurance program is established, implemented and maintained • Perform risk analysis, internal investigations, planning and execution of duties in accordance with accepted standards • Collect, analyze, interpret and document information to support internal and external Quality Assurance audit results • Maintain and update copies of aerodrome manuals, aerodrome programs and standard operating procedures • Monitor airside induction and present internal aviation training when required • Contribute to the overall functioning of the Aviation Services Unit • Liaise with the Civil Aviation Authority (CAA) on non-conformances and related corrective actions for all areas of the airport operation.

**PUBLIC SAFETY DEPARTMENT**

**PRINCIPAL CLERK  
(TASK GRADE 07)**

**Salary:** R 198 344,73 – R 257 461,71 (Excluding all benefits)

**Requirements:** Matric (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 submissions to the HOD • Interacting with various departments with regards to any outstanding/incomplete documentation 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 the relevant departments • Attending to all complaints/queries received in the office of the HOD.

---

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

**Closing date: 28 February 2025**

**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**, CVs 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** : Acting Human Resources Manager  
**Telephone** : (039) 688 2023 /2075/ 2077

**NB** : If you do not hear from us within (21) working days of the closing date, regard your application as unsuccessful.