

## **MUNICIPAL NOTICE: 129 of 2022**

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:

### **OFFICE OF THE MUNICIPAL MANAGER**

#### **PRINCIPAL CLERK (TASK GRADE 7)**

**Salary:** R180 079 .32 – R233 752 .30 per annum (Excluding all benefits)

**Requirements:** Diploma in Office Management / Internal Auditing /Risk Management • At least 1 - 2 years' experience in Secretariat/Administration • Code B Drivers Licence

**Key Performance Areas:** Provide Administrative support to Internal Audit and Risk Management Section  
• Co-ordinate training Schedules for the team and complete required training • Attend to all incoming queries • Maintenance of filing system • Perform any other duties and responsibilities as and when directed by your supervisor.

### **PUBLIC SAFETY DEPARTMENT**

#### **TRAFFIC WARDEN – 15 POSTS (TASK GRADE 06)**

**Salary:** R148 950 .48 – R193 366 .92 per annum (Excluding all benefits)

**Requirements:** Grade 12 • Police Clearance indicating no criminal record • Must be younger than 35 • Must pass the physical fitness test conducted by the municipality.

**Key Performance Areas:** 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 controlling 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.

### **COMMUNITY SERVICES DEPARTMENT**

#### **MACHINE OPERATOR – 9 POSTS (TASK GRADE 3)**

**Salary:** R112 634 .04 – R132 965 .16 per annum (Excluding all benefits)

**Requirements:** Appropriate level of Primary Education • Must have basic understanding of written words and number recognition • 1 – 2 weeks relevant experience.

**Key Performance Areas:** Attend to the loading and offloading of refuse bags into/from refuse vehicles at the disposal sites • Operate hydraulics by pulling and pushing the hydraulic lever or button to allow the hopper to push the refuse in to the compactor • Clean and maintain machine on a daily basis.

**GENERAL ASSISTANT – 9 POSTS  
(TASK GRADE 3)**

**Salary:** R112 634 .04 – R132 965 .16 per annum (Excluding all benefits)

**Requirements:** Appropriate level of Primary Education • Must have basic understanding of written words and number recognition • 1 – 2 weeks relevant experience.

**Key Performance Areas:** Sweeping walkways and paved areas • Picking up litter and /or items lying in open space • Removing and replacing refuse bags from collecting bins in public areas • Cleaning all public ablution facilities • Any other duties relating to cleaning function.

**TECHNICAL SERVICES DEPARTMENT**

**UTILITY OPERATOR  
(TASK GRADE 6)**

**Salary:** R148 950 .48 – R193 366 .92 per annum (Excluding all benefits)

**Requirements:** Grade 12 • Special Grader Operator Certificate • At least two (2) years' experience in operating a Grader or Utility Driver (Payload/Trucks/TLB) • Experience in road repairs is essential • Code 14 drivers license • Knowledge of Occupational Health and Safety Act • Ability to communicate in English and isiZulu

**GENERAL ASSISTANT – 22 POSTS  
(TASK GRADE 3)**

**Salary:** R112 634 .04 – R132 965 .16 per annum (Excluding all benefits)

**Requirements:** Appropriate level of Primary Education • Must have basic understanding of written words and number recognition • 6 -12 months relevant experience in roads maintenance.

**Key Performance Areas:** Prepare and repair roads with hot and cold premix, slurry seal, chip and spray • Cleaning and sweeping of road • Prepare and lay storm-water pipes • Lay gabion baskets • Clean open storm-water drains • Clean blockage in manholes and pipes • replace manhole covers • Remove sand from roadway and inlet to manhole.

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

**Closing date: 15 July 2022**

***Canvassing of Councillors and any municipal official will disqualify the applicant.***

Submit **Application Form (which can be downloaded on [www.rnm.gov.za](http://www.rnm.gov.za) or collected at RNM HR Offices**, CV's with certified copies of qualifications to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, PO Box 5, Port Shepstone, 4240

**(NB – There is No Payment required when applying for a municipal job)**

**Enquiries Telephone:** Manager Human Resources (039) 688 2023 /2074/ 2075)

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

**MR SM MBILI – RNM MUNICIPAL MANAGER)**