

**RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 046 of 2023**

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 post:

STRATEGIC PLANNING AND GOVERNANCE DEPARTMENT

**ADMINISTRATOR – COMMUNITY PARTICIPATION
(TASK GRADE 9)**

Salary: R228 277 .92 – R296 306 .44 per annum (Excluding all benefits)

Requirements: Degree or Diploma in Development Studies / Public Administration or any other related field • Minimum of 3 years experience in Community work • Good Interpersonal, communication skills and organizational skills • Computer Literacy • Valid Code 8 Drivers Licence is essential.

Key Performance Areas: Facilitate the formation of Stakeholder / Community Forums and Committees • Analysing community priorities and requirements against the plan and programs • Receiving feedback with respect to program deliverables and resolving or forwarding queries / concerns for attention • Visiting community to establish specific needs and or adequacy of social relief and upliftment programs • Using specific communication mediums to encourage youth participation and or involvement in the organisation • Mobilising the community • Providing the logistical support to outreach programs and events • Assisting in the Management and Support of Ward Committees.

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

Closing date: Friday, 17 March 2023

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/ 2077

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