

MUNICIPAL NOTICE: 097 of 2026

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 positions:

CORPORATE SERVICES DEPARTMENT

WEBSITE ADMINISTRATOR

TASK GRADE 11

(REFERENCE: HRM260611/01)

Salary: R 356 209. 08 to R 462 394. 08 per annum (Excluding all benefits)

Requirements: Grade 12 •Diploma in Information Technology •2 - 3 years' experience in Information Technology Field •1 – 2 Years experience in Website Design • Code EB Driver's Licence.

Competencies: Hardware and Software installation •Website design •Website updates •Website uploads •Website maintenance •Website security updates.

Key Performance Areas: •Perform website administration duties, design updates, uploads, maintenance and security updates •Provide support to end users with application software, peripheral devices, connectivity and / or functionality of operating software and hardware devices •Analyse and provide recommendations pertaining to the information systems hardware/software, website and / or capacitates end user on specific applications •Update asset details of computer equipment and accessories located within the division •Maintaining records of licences permitting the use of specific software •Record of website performance and analytics.

TECHNICAL SERVICES DEPARTMENT

PROJECT TECHNICIAN

TASK GRADE 13

(REFERENCE: HRM260611/02)

Salary: R473,465.38 per annum (Excluding benefits)

Requirements: Grade 12 •National diploma in Civil Engineering or built environment •Minimum of 3 years relevant experience in Human Settlement/Housing Project management and Construction •Valid driver's license •Registration with Engineering Council of South Africa/SACPCMP will be an added advantage.

Competencies: Discipline specific skills •Financial management •Problem solving •Communication •Accountability and ethical conduct •Organizational awareness •Monitoring and control.

Key Performance Areas: The successful candidate will be responsible for the implementation and monitoring of Human Settlements Housing Programmes and Projects which include Top Structure provision, internal water and sanitation reticulation Services as approved through IDP and budget process. •Ensuring projects are implemented in accordance with the National Building Regulation,

National Housing Code, NHRBRC Regulations and applicable Engineering Standards as guided by Engineering Council of South Africa • Interpreting Human Settlements Norms and Standards, House Designs and Layout plans including design details for Infrastructural Services • Ensuring Project Risk Management and Cost Control • Facilitate and monitor the appointment of Service Providers within the Human Settlement Section with regards to the project management of Human Settlement from inception to close out • Monitoring compliance with regards to Quality and Performance by visiting sites and conduction inspection • Perform specific administrative task associated with the updating and maintenance records of work in progress and completed work including processing of payment certificates • Attending monthly service delivery and Technical Meetings and provide technical support as and when required by Senior Management.

TREASURY DEPARTMENT
CHIEF STOREKEEPER
TASK GRADE 08
(REFERENCE: HRM260611/03)

Salary: R237,018.01 per annum (Excluding all benefits)

Requirements: Grade 12 • NQF level 6 or higher qualification in finance or related field • Valid driver's licence • Computer Literacy (MS Office) • Relevant certificate in inventory management will be an added advantage • 3 - 5 years' experience in stores or inventory management.

Competencies: Communication • Ethic and professionalism • Business processes • Data processing and analysis • Client orientation and focus • Problem solving • Attention to detail • Change readiness.

Key Performance Areas: Executing specific applications associated with controlling the receiving, storage and issue of stock items • Coding stock received in accordance with control procedure • Monitoring stock levels against established safety stock level and identifying slow moving items • Supervising stock counts on weekly/monthly/ annual basis and perform reconciliation between stock counted and system • Updating stock registers and control sheets • Supervising and controlling tasks/activities associated with personnel performance, productivity and discipline within the section • Performs specific administrative tasks/activities associated with the functionality • Perform stores year end processes and prepare close out report.

STOREKEEPER
TASK GRADE 06
(REFERENCE: HRM260611/04)

Salary: R174, 862.03 per annum (Excluding all benefits)

Requirements: Grade 12 • Computer Literacy (MS Office) • Relevant certificate in inventory management will be an added advantage • 2 - 3 years' experience in stores or inventory management.

Competencies: Communication •Ethic and professionalism •Business processes •Data processing and analysis •Client orientation and focus •Problem solving •Attention to detail •Change readiness.

Key Performance Areas: Performing duties associated with issuing, receipting, storing and utilisation of items/material to and from the stores •Control personnel performance, productivity, and discipline •Control stock in terms of prescribed procedures and dispose upon approval •Conduct stock counts on weekly/monthly/ annual basis and perform reconciliation between stock counted and system •Perform any other duties and responsibilities as and when directed by the Supervisor.

SENIOR CLERK (ASSET MANAGEMENT)

TASK GRADE 06

(REFERENCE: HRM260611/05)

Salary: R174, 862.03 per annum (Excluding all benefits)

Requirements: Matric •NQF level 6 qualification in Accounting •Computer literate (MS Word / MS Excel) •Minimum of 2 years' experience within the asset management environment.

Competencies: Communication •Ethic and professionalism •Business processes •Data processing and analysis •Client orientation and focus •Problem solving •Attention to detail •Change readiness.

Key Performance Areas: Compiling a registration of daily purchase requisitions and orders for asset acquisition • Ensure that all assets are checked and properly barcoded • Completion of necessary asset verification forms to confirm existence, physical condition of the assets • Ensure that unused and or obsolete assets in terms of approved asset alienation forms are moved to central location for control purposes until finalisation of disposal processes • Assist or attend to audit queries related to asset verification • Filing.

FINANCIAL MANAGEMENT INTERN (7 POSTS)

(2 years contract)

(REFERENCE: HRM260611/06)

Salary: R100 000 .00 per annum (All-inclusive package)

Requirements: Have at least 3 year National Diploma/ BCom degree or equivalent, majoring in Accounting/Auditing/Risk management and/or Local Government Finance •Have good oral and written communication skills in English •Be computer literacy and have knowledge of Windows spreadsheet applications •Graduates who come from within the Ray Nkonyeni Municipal area will gain preference **(Attach proof of residence)**.

Competencies: Communication •Ethic and professionalism •Business processes •Data processing and analysis •Client orientation and focus •Problem solving •Attention to detail •Change readiness.

Key Performance Areas: Assist in implementing General Access Municipal Accounting Practice
•Assist in developing statistical reporting modules •Assist in developing financial Policies and procedures •Assist in the compilation of financial statements and management reports •Assist with monthly reconciliations and financial analysis •Electronic capturing of financial data •Assist in Internal audit assignments & Risk management projects and Other financial functions.

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

CLOSING DATE: 26 June 2026

PLEASE NOTE:

- *Ray Nkonyeni Municipality is guided by the principles of Employment Equity. People from designated groups are encouraged to apply*
- *Applicants must submit their applications using the municipality's prescribed form that is obtainable from the municipality's website, together with their CVs and certified copies of all their supporting documents.*
- *Faxed or emailed applications will **NOT BE** accepted*
- *Canvassing for positions will disqualify the applicant*
- *All applications must be directed to the **Acting Manager Human Resources, Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240***
- *All application must reach our office by no later than 16h00 on the closing date.*

Enquiries : Acting Human Resources Manager
Telephone : (039) 688 2023 /2072/ 2074/2075/2076

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