

MUNICIPAL NOTICE: 244 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:

TREASURY

National Treasury has introduced a finance internship programme to promote capacity building in Municipalities. Interns will gain first hand practical experience and be further trained in strategic reforms in Municipal Finance. Applications are therefore invited from historically disadvantaged graduates for the following positions:

FINANCIAL MANAGEMENT INTERN (3 POSTS) – (2 years contract)

Salary: R100 000 .00 per annum (All inclusive package)
(No benefits or allowances will be payable)

Requirements: Have at least 3 year national diploma/ BCom degree or equivalent, majoring in Accounting 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).

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 reconciliations and financial analysis • Electronic capturing of financial data • Other financial functions.

SENIOR CLERK - SALARIES

(TASK GRADE 6)

Salary: R 148 950 .48 – R193 366 .89 per annum (Excluding all benefits)

Requirements: Grade 12 • National Diploma in Accounting • Computer Literacy • 1 – 2 years' relevant payroll administrative experience.

Key Performance Areas: The successful candidate will be responsible for processing and updating information related to staff salaries by: - Checking and verifying the accuracy of data • Acquisition of tax directives for all terminated employees for their final tax calculations on salary • Capturing approved budgetary provisions in respect of payroll expenses • Ensuring that systems records are maintained and reflective of changes • Supporting accuracy and efficiency in the interpretation and conversion of input data • Inputting relevant data against individual fields referring to source documentation in respect of salaries and allowances due • Checking information, adjustment and calculations prior to extracting and forwarding the salary report and schedules for approval • Integrating pay system records to the general ledger, reconciling and correcting salary misallocations through the processing of relevant journals • Preparing schedules to reflect statutory and other relevant returns • Printing and distributing members' payslips and income tax certificates • Reconciling and seeking approval from the immediate superior prior to creating and forwarding electronic income tax data file to the Receiver of revenue • Perform any other duties and responsibilities as and when directed by the Supervisor • Assisting in the finalization of financial statements and audit process. Fulfil all records management function within scope of work.

STRATEGIC PLANNING AND GOVERNMENT DEPARTMENT
EXECUTIVE SECRETARY – YOUTH DEVELOPMENT UNIT
(TASK GRADE 7)

Salary: R180 079 .29 to R233 752 .23 (Excluding all benefits)

Requirements: Grade 12 • Computer Literacy • Certificate in Secretariat Studies will be an added advantage • Relevant experience 6 – 12 months.

Key Performance Areas: The successful candidate will be responsible for scheduling, confirming, and updating the diary of Manager Youth Development • Assist with general administration within Youth Development Unit • Attend to incoming calls • Register all incoming and outgoing mail • Assist with completion of all forms relating to the Youth Department • Assist with compilation of reports • Assist with processing of requisitions for procurement • Direct the public to the relevant officials.

TECHNICAL SERVICES DEPARTMENT
ELECTRICAL ASSISTANT
(TASK GRADE 5)

Salary: R 126 813 .32 – R163 780 .83 per annum (Excluding all benefits)

Requirements: Grade 12 • Certificate in Electrical Field • 1-year relevant electrical experience.

Key Performance Areas: Performs specific electrical activities supporting the immediate superior during minor and major works during major installation, maintenance and repair works, attending to the preparation of the site, laying cables, removing and replacing components on isolated circuits and conducting and reporting load test outcomes • Performs activities associated with the construction and installations of medium / low voltage electrical networks by:

- Receiving instruction from the immediate superior on the layout and the execution of specific work sequences.
- Cleans worksites, stores equipment and tools and load materials prior to departure from work site.
- Painting of robot poles.
- Trenching of cable laying and closing trench on completion.
- Robot and streetlight poles hole opening for planting of poles.
- Clearing low and medium voltage cable routes.
- Clearing around mini substations.
- Preparing and keeping tools in good working order at a job site, holding and passing tools and other materials to electrician while they work.
- Obeying all lawful and reasonable orders given to you and comply with the Organisations rules, procedures, and policies.

Ray Nkonyeni Municipality is guided by the principles of Employment Equity

Closing date: 23 December 2022

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

Submit **Application Form (which can be downloaded on 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 KJ ZULU
RNM MUNICIPAL MANAGER**