

# INGQUZA HILL LOCAL MUNICIPALITY

130 Main Street  
PO Box 14  
Flagstaff  
4810  
Eastern Cape



INGQUZA HILL  
LOCAL MUNICIPALITY

Tel: (039) 252 0131/61  
Fax: (039) 252 0699

66 Main Street  
PO Box 7  
Lusikisiki  
4820  
Eastern Cape

Tel: (039) 253 1568/1096  
Fax: (039) 253 1234

## POSTS ADVERTISEMENT Bulletin no 03/03/2022

Ingquza Hill Local Municipality (Incorporating **Flagstaff and Lusikisiki Towns**) hereby invites applications from suitably qualified and experienced persons to fill the following vacancies:

### DEPARTMENT: CORPORATE SERVICES

#### 1. Personnel Clerk X2 (Ref No: 1/1/2022)

**TASK GRADE 7 (R163 721 – R212 527 per annual excluding benefits)**

#### Requirements

- Matric.
- 1 year certificate / Diploma in Human Resource Administration.
- 1 year relevant experience.

#### Key Performance Areas

- Performs specific Human Resource clerical tasks associated with capturing and tracking relevant information associated with leave applications, generating instructional forms.
- Receiving and processing relevant leave documentation.
- Typing and filling all leave related correspondence to employees and/ or retrieves files/ folders on request.
- Receiving and recording job applications and arrange shortlisting and interviews documents, venue and inviting trade unions.
- Capturing new appointments of the payroll using Payday System.

#### 2. Clerk: Customer Relations X2 (Ref No:1/2/2022)

**TASK GRADE 5 (R115288- R 148908 per annual excluding benefits)**

#### Requirements

- Matric.
- Certificate in Switchboard operations will be added as advantage
- 2 years relevant experience.



INGQUZA HILL  
LOCAL MUNICIPALITY

UPHULISO LWABANTU KUQALA

Email: [info@ihlm.gov.za](mailto:info@ihlm.gov.za) | Website: [www.ihlm.gov.za](http://www.ihlm.gov.za)

## Key Performance Areas

- Performs administrative and communication functions associated with the customer care functionality through assisting with reception functions.
- Attending to telephonic calls and visitors to the Municipality, establishing the nature of visit and directs request to appropriate personnel.
- Maintaining and Monitoring the activity and record-keeping systems and computer files
- Receiving Document and parcels, signing for documents forwarding to the relevant departments/ officials.
- Identifying switchboard related problems and reporting on specific problem identifying including scheduled maintenance.

### 3. ICT Network Administrator (1/3/2022)

**TASK GRADE 10 (R 233 650-303 315 per annual excluding benefits)**

## Requirements

- Matric
- National Diploma in Information Technology/ Computer Sciences
- Code B Driving License.
- 2 year experience in the Information Technology field.

## Key Performance Areas

- Co-ordinates task/ activities associated with the provision of End user support and analyses, diagnoses and resolves network related problems.
- Ensuring optimum and uninterrupted functionality of operating systems and applications within the Municipality.
- Installing/configuring set-up commands, testing and solving of logs and conducting analysis and evaluation on the functionality of application software.
- Maintaining data dictionaries/ directories and controlling the distribution and retention of data various storage devices.
- Provides support associated with the capability of application software, peripheral devices, connectivity and/ or functionality of operating software and hardware devices.
- Maintaining links with outside agencies for extended support to ICT systems.
- Provide support for the servers and associated routines, including responsibility for administering backups during holiday periods.

**DEPARTMENT: COMMUNITY SERVICES**

**4. Disaster Management Officer (Ref No: 1/4/2022)**

**TASK GRADE 11 (R275 849 – R358 065 per annual excluding benefits)**

**This post is being re-advertised applicants that previously applied must re-apply.**

**Requirements**

- Matric
- National Diploma in Disaster Management or equivalent
- Code B/EB Driver's license
- Computer Literacy
- 3 years relevant experience

**Key performance Areas**

- Co-ordinates and controls the implementation and reporting of activities and plans in the Disaster Management section
- Identifies with the disaster management strategy with respect to service delivery and defines, implements and monitors the short term plans.
- Identify municipal areas that are frequently affected / threaten by natural disaster and to make effective planning, budget allocation during strategic planning session.
- Implements procedures systems and controls to regulate specific work and associated sequences associated with the Disaster management
- Asses the adequacy of relevant control procedures with respect to emergencies
- Disseminates information on outcomes ,current developments ,problems and constraints and or presents educational material on public safety/ disaster management
- Responsible for supervision and control of Key Performance indicators and outcomes of the section
- Monitoring the adequacy of current training intervention through the evaluation of competency demonstrated in workplace applications.

**5. Assistant Superintendent: Driving License (Ref No: 1/5/2022)**

**TASK GREDE 10 (R233 650 – R303 315 per annual excluding benefits)**

**Requirements**

- Matric
- Traffic Officer Diploma
- Examiner of Driving Licenses Diploma
- Drivers Licence Code C1
- 2 year experience

## Key Performances

- Co-ordinates and supervises the process of driving/ learners testing in order to ensure compliance with the National Road Traffic ACT.
- Monitor and controls the application of procedures with the vehicle/ driver testing and registration or licensing.
- Assessing and introducing measures to facilitate understanding of Vehicle Licensing testing processes and procedures.
- Verification of the submitted schedules and completed registers showing licensing and testing applications.
- Verification of the functioning of the eNatis and ensure that errors are reported promptly to the department of Transport.
- Coordinate specific administrative recording and record keeping sequences.

## 6. Supervisor eNatis (Ref No: 1/6/2022)

### TASK GRADE 7 (163 721 – R212 527 per annual excluding benefits)

#### Requirements

- Matric
- Enatis Certificate
- Computer Literacy – Office Applications
- 2 years relevant experience

#### Key Performances

- Supervision of the eNatis administrative functionality and overseeing the processing & verification of learners & driving Licenses, Vehicle registration.
- Monitors the consolidation, processing and presentation of fictional information
- Liaising with the various stakeholders including the public/ internal departments pertaining to complaints.
- Coordinating sequences associated with the preparation and submission of consolidated Traffic payments accounts.
- Preparing and extracting qualitative and quantitative reports for submission.
- Controls workflow processes and output levels of administrative personnel.

## 7. eNatis Cashier (Ref No: 1/7/2022)

**TASK GRADE 6 (R135 423 – R175 806 per annual excluding benefits)**

### Requirements

- Matric or senior certificate
- Computer Literacy- officer applications & eNatis System experience
- 1 year experience.

### Key Performances

- Performs tasks/ activities associated with the capturing of information onto the eNatis Systems.
- Receiving and receipting payments, providing information and explanation on the issuing of drivers licenses.
- Attending to specific enquiries and complaints of the public/ vehicle owners drivers.
- Maintain Security measures on all monies and documentation.
- Communicating with the customer and attending to specific payment or enquiries.
- Providing information on tariffs for specific licensing services.

## 8. Traffic Officers X2 (Ref No: 1/8/2022)

**TASK GRADE 8 (R184 335 – R239 256 per annual excluding benefits)**

### Requirements

- Matric
- Traffic Officers Diploma (accredited by the institute of Traffic Municipal Officers of Southern Africa (NQF level 4)
- Drivers Licence Code C
- 1 year relevant experience
- No criminal record

### Key Performance Area

- Co-ordinates specific activities associated with controlling traffic flow and public safety
- Monitors the local area and attends to specific security operations and acts on situations and behaviour deemed to be inappropriate or non-conforming
- Enforces specific by laws road traffic and safety regulations
- Completes specific reports ,statutory documentation and registers
- Attends to the application of specific maintenance sequences with respect to equipment and vehicles.

## 9. Security Officers X3 (Ref No: 1/9/2022)

**TASK GRADE 6 (R135 423 – R175 806 per annual excluding benefits)**

### Requirements

- Grade 10
- Security Officers qualification or certification grade D-A recognized by the security Industry Regulatory Authority.
- Code B/EB Drivers licence.
- 1 year relevant previous security or police or military experience

### Key Performances Areas

- Rendering security services to ensure safety and security of Municipal property and Personnel
- Reporting theft and damages to ensure that legal ensure safety
- Performs specific activities associated with safeguarding Councils properties and assets
- Performs specific activities at the main entrance to councils premises / property
- Confirming usage for outgoing / return of official vehicles and other council properties
- Enforcement of municipal by laws
- Any other security service as per the legal instruction of the supervisor.

## 10. Library Assistant (Ref No: 1/10/2022)

**TASK GRADE 7 (R163 721 – R212 527 per annual excluding benefits)**

### Requirements

- Matric
- National Diploma in Library Information.
- Computer Literacy.
- 1 year relevant experience.

### Key Performance Area

- Performs specific activities associated with the provision of support to Library users and general Public.
- Setting up book displays, removing books and materials for shelving and arranging tables.
- Updating information on the computer database of user details and accessing specific fields to elicit information on overdue books and proceeding with forwarding notification upon approval.
- Ensuring that all the library material and equipment are clearly bar – coded and easily identifiable.
- Providing assistance to the Public during the process of completing relevant application for membership.

## 11. Cleansing Assistant X8 (Ref No: 1/11/2022)

**TASK GRADE 3 (R107 385 – R120 877 per annual excluding benefits)**

### Requirements

- Grade 5.
- 1 month experience.
- Must be able to read and write.

### Key Performance Areas

- Performs task/ activities associated with collection of waste/ refuse from residential and business premises
- Picking up and loading refuse bags into the vehicles.
- Moving refuse to create space and attending to offloading of refuse from vehicles using hand held tools at the disposal sites.
- Reporting damaged skid-beans to the supervisor and or any deviations identified that may impede effective waste.
- Reporting on the shortage of material/ tools required to effectively perform the cleansing activity to the supervisor.

## DEPARTMENT: PLANNING & DEVELOPMENT

## 12. Clerk: Land Administration (Ref No: 1/12/2022)

**TASK GRADE 6 (R135 423 – R175 806 per annual excluding benefits)**

### Requirements

- Matric.
- 1 year Certificate in Administration.
- 1 year administration experience.

### Key Performance Area

- Performs Tasks/ activities related to administrative support.
- Filing and recording of Land use statistics for reference and when required.
- Updating information on the computer, referring to source documentation/ approved payment certificates
- Attending to the public enquiring about vacant land/ ongoing projects on specific Land sites/ areas in dispute/ Land invasion.
- Recording all reported/ dispute relating to the Land use and referring such to the immediate supervisor.

## DEPARTMENT: TECHNICAL SERVICES

### 13. Truck Driver (Ref No: 1/13/2022)

**TASK GRADE 6 (R135 423 – R175 806 per annual excluding benefits)**

#### Requirements

- Grade 7.
- Code C driving License.
- 3 months experience.

#### Competencies

- Required to work beyond normal working hours

#### Key Performance Area

- Receiving instructions from the Supervisor to establish details of task (vehicle and materials)
- Receiving work schedules and registers with corrections from the supervisor for processing and recoding.
- Driving and maneuvering the vehicles and engaging controls to operate mechanisms to facilitate specific sequences (tipping etc)
- Transport equipment/ tool to from specific locations and observing all traffic rules and regulations.

### 14. Plant Mechanic (Ref No: 1/14/2022)

**TASK GRADE 11 (R275 849 – R358 065 per annual excluding benefits)**

#### Requirements

- Matric.
- National Diploma in Mechanical Engineering.
- Code C Driver's License.
- 3 years relevant experience.

#### Key Performance Area

- Conducts specific mechanical repairs, maintenance and services of plant, machinery and vehicles, inspections and testing.
- Consolidating information received from the subordinate, motor spares and submit to the immediate superior for further processing.
- Testing the specific categories of vehicles (light duty, trucks/ heavy plant machinery) post maintenance/ repair to establish functionality.
- Implementing corrective measure on the operating functionality of safety and warning devices (headlamps, turn signals, wiper blades, hooter, etc)



- Removing, replacing gaskets. Seals, v- belts, bearings and lubricating movable parts.
- Addressing workplace conflict, conduct through the initiation and co-ordination of consultative processes to implementation of specific disciplinary procedures.

## **DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

### **15. Community Liaison Officer (Ref No: 1/15/2022)**

**TASK GRADE 10 (R233 650 – R303 315 per annual excluding benefits)**

#### **Requirements**

- Matric
- National Diploma in Public Relations/ Public Management or equivalent
- Computer Literate
- Code 08 B/EB driver's license
- 2 years relevant experience

#### **Key Performance Areas**

- Implementing identified key deliverables and immediate goals detailed in the council's integrated development Plan and communicating with the superior in respect of community communication and networking.
- Identifying relevant information for dissemination, and the relevant dates and areas for communication, and devises an appropriate programme of action
- Collecting and providing the immediate superior with urgent accurate progress reports on challenges/issues on the various projects in the ward areas.
- Compiling and submitting weekly and monthly performance progress report to the immediate superior and highlighting critical and challenging areas that needs to be attended to.
- Keeping record and information in relations to the findings during community meetings, complains/issues raised and compiling reports for consideration by the immediate superior.

### **16. Legal Service Officer (1/16/2022)**

**TASK GREADE: 11 (R 275 849-R358 065 per annual excluding benefits)**

#### **Requirements**

- Matric
- LLB Degree/B. Juris or any equivalent degree in law
- Computer Literacy-Office Applications
- Driver's License code B/EB driver's license.
- 3 Years relevant experience.

## Key Performance Areas

- Coordinates and implement activities and requirements associated within the legal services.
- Receiving, registering, sourcing and investigating internal and external claims pertaining to council, and attending to all documentation and court processes addressed to the municipality.
- Communicating and providing information to support explanations related to the applications approval sequence internal and/ or forwarding specific enquires requiring procedural explanation.
- Maintaining a database of matters essential the municipality in the legal section
- Maintaining stocks of standard forms and stationery and completing requisition.
- General administrative duties to assist immediate supervisor
- Facilitating meeting with complainant and representative for purposes of interpreting the nature of the cases/ dispute and seeking practical solutions to avoid unnecessary litigations.

## DEPARTMENT: BUDGET AND TREASURY

### 17. Procurement Clerk (Ref No: 1/17/2022)

#### TASK GRADE 5 (R115 288 – R148 908 per annual excluding benefits)

#### Requirements

- Grade 12
- 1 year certificate/ Diploma in Supply Chain Management/Accounting
- 1 year relevant experience

## Key Performance Areas

- Clerical procedures for the procurement of materials, terms, products and services for all Departments within the Municipality.
- Following clerical procurement/ purchasing procedures in compliance with the Supply Chain Management Act and Municipal Finance Management Act.
- Receiving and verifying information recorded on requisition forms (vote numbers, specifications, etc.) processing information into the system and allocating order numbers.
- Preparing of purchase orders requested by end-users.
- Handling enquiries about orders requested.

Application letter with a comprehensive CV, and certified copies of qualifications and Identity Documents, must be addressed to:

The Acting Municipal Manager, Ingquza Hill Local Municipality, P.O. Box 14, Flagstaff, 4810. Hand delivered applications can be sent to No: 135 Main Street, Flagstaff or no 66 Main Street, Lusikisiki, clearly marked "Application for Employment".

Faxed, emailed or late applications will NOT be accepted and will not be responded to.

Closing date for all applications 31 March 2022 @ 15:h30.


**NB.** Qualifications checks and practical driving tests where applicable will be done to selected candidates.

**If you have not heard from us within 60 days after the closing date, you may regard your application as unsuccessful.**

It is the intention of Ingquza Hill Local Municipality, as an **Affirmative Action Employer**, to promote the interests of previously **disadvantaged groups** when filling the above positions, in line with the municipality's Employment Equity Plan.

Ingquza Hill Local Municipality reserves the right not to fill the advertised post at the sole discretion of Council.

For further enquiries contact Mrs. U Nopakela (Human Resources Administration Officer) at 039 253 1568 / 1539/1096 or [umbangatha@ihlm.gov.za](mailto:umbangatha@ihlm.gov.za)



**ACTING MUNICIPAL MANAGER**

**M PINYANA**