

INGQUZA HILL LOCAL MUNICIPALITY

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4810
Eastern Cape

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INGQUZA HILL
LOCAL MUNICIPALITY

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4820
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POSTS ADVERTISEMENT: EPWP Bulletin No. 01/08/2025

ADVERT

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

ENVIRONMENT AND CULTURE SECTOR

Parks and Beautification

1. Solid waste x 80

Contract: 12 MONTHS

Salary: R 3080 per month

REQUIREMENTS

- Grade 5
- 6 months to 1 year relevant experience
- Must be able to read and write.

KEY PERFORMANCE AREAS

- Performs task / Activities associated with collections of waste / refuse from residential and business premises.
- Picking up and loading refuse bags in the vehicles.
- Moving refuse to create space and attending to offloading of refuse from vehicles using hand held tools at the disposal sites.
- Removing and washing off debris from tool, containers and or vehicles, applying disinfectants and using pressurised cleaning systems (hand held hoses)
- Reporting damaged skid-beans to the supervisor and or any deviations identified that may impede effective waste.
- Reporting on the shortage of Material / Tool required to effectively perform the cleansing activity to the Supervisor.



2. PARKS ASSISTANTS x 30

Contract : 12 MONTHS

Salary: R 3080 per month

REQUIREMENTS

- Grade 5
- 6 months to 1 year relevant experience
- Must be able to read and write

KEY PERFORMANCE AREAS

- Performs task/ activities associated with the post.
- Grass cutting
- Bush clearing
- Beautification of designated areas such as traffic circle, park etc..
- Removing and washing off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand held hoses)
- Reporting on the shortage of material/ tools required to effectively perform the Parks Assistant activity to the supervisor.
- Conducting any duty assigned to you by the supervisor.

3. POUND ASSISTANT X 16

Contract : 12 MONTHS

Salary : R 3080 per month

REQUIREMENTS

- Grade 5
- 6 months to 1 year relevant experience
- Must be able to read and write.

KEY PERFORMANCE AREAS

- Performs task/ activities associated with the post.
- Collection of the stray animals and take the animals to the pound
- Shepherding of impounded animals.
- Litter picking / Waste collection at the pound
- Recording of impounded animals
- Cleaning of the pound
- Removing and washing off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand held hoses)
- Reporting on the shortage of material/ tools required to effectively perform the Pound Assistant activity to the supervisor.
- Conducting any duty assigned to you by the supervisor.



SOCIAL SECTOR - SOCIAL SERVICES

4. OFFICE CLEANERS X 12

Contract : 12 MONTHS

Salary : R 3080 per month

REQUIREMRNTS

- Grade 5
- 6 months to 1 year relevant experience
- Must be able to read and write.

KEY PERFORMANCE AREAS

- Performs task/ activities associated with the post.
- Cleaning of Offices
- Reporting on the shortage of material/ tools required to effectively perform the office cleansing activity to the supervisor.

6. PROOF OF RESIDENCE X 06

Contract : 12 MONTHS

Salary : R 3080 per month

REQUIREMRNTS

- Grade 10
- 6 months to 1 year relevant experience
- Must be able to read and write.

KEY PERFORMANCE AREAS

- Performs task/ activities associated with the post.
- Assisting the clients of the municipality with the proof of residents.
- Reporting on the shortage of material/ tools required to effectively perform the Proof of Residence activity to the supervisor.

7. FREE BASIC SERVICES X 01

Contract : 12 MONTHS

Salary : R5000 per month

REQUIREMRNTS

- Grade 12/Diploma/ Degree in Public Administration.
- 6 months to 1-year relevant experience.
- Must be able to read and write.

KEY PERFORMANCE AREAS

- Data input for FBS
- Responsible for indigent households
- Responsible for exit strategy about indigents
- Conduct every FBS related duties.
- Performs task/ activities associated to the post.



8. PUBLIC PARTICIPATION X 02

Contract : 12 Months

Salary : R5000 per month

REQUIREMENTS

- Grade 12/Diploma/ Degree in Public Administration
- 6 months to 1 year relevant experience
- Must be able to read and write.

KEY PERFORMANCE AREAS

- Performs task/ activities associated to the post.
- To lease with councilors in relation to human settlement matters
- Capture beneficiaries in relation to human settlement matters
- Conduct beneficiary human settlement beneficiary administration.
- Accept beneficiaries in relation to human settlement matters about the projects of human settlements.

9. LICENSING CLERK X 02

Contract : 12 Months

Salary : R3080 per month

REQUIREMENTS

- Grade 12
- Computer Literacy
- 6 months to 1 year relevant experience

KEY PERFORMANCE AREAS

- Performs task/ activities associated to the post.
- Assist client of the municipality in relation to the licensing.
- Issue of Driving License Cards

SOCIAL SECTOR - Community safety and security

10. PITS ASSISTANTS X02

Contract : 12 Months

Salary : R3080 per Month

REQUIREMENTS

- Grade 10
- Knowledge of vehicle testing machinery
- Code B/EB drivers Licence
- 1 year experience at a vehicle test

KEY PERFORMANCE AREAS

- Support examiners in vehicle testing
- Maintain equipment and inspect machinery
- Conduct routine safety checks



11. CEMETRIES ASSISTANTS X 10

Contract : 12 Months

Salary : R 3080 per month

REQUIREMENTS

- Grade 5
- 6 months to 1 year relevant experience
- Must be able to read and write.

KEY PERFORMANCE AREAS

- Performs task/ activities associated with the post.
- Grass cutting
- Bush clearing
- Litter picking / Waste collection at cemeteries
- Recording of grave plots
- Cleaning of graves
- Beautification of designated areas such as traffic circle, park etc.
- Removing and washing off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand held hoses)
- Reporting on the shortage of material/ tools required to effectively perform the Parks Assistant activity to the supervisor.
- Conducting any duty assigned to you by the supervisor.

12. SECURITY OFFICERS X 20

Contract : 12 Months

Salary : R 3080 per month

REQUIREMENTS

- Grade 10
- Security Qualification (Grade E,D, or C) registered with PSIRA
- Valid Driver's Licence (Code B or EB)
- 1-2 years security experience

KEY PERFORMANCE AREAS

- Site patrols, theft reporting, incident response
- Enforcing Municipal laws
- Reporting theft, damages and conduct inspection for physical and safety hazard and report to the supervisor.

13. TRAFFIC WARDENS X 10

Contract : 12 Months

Salary : R5000 per month



REQUIREMENTS

- Grade 12 (Matric)
- Criminal Record Must submit an affidavit confirming no criminal record
- Driver's License A valid driver's license is often an advantage
- physical Fitness Must be physically fit to handle patrol duties
- No Prior Experience Needed Many positions offer training upon appointment

KEY PERFORMANCE AREAS

- Monitor and manage traffic flow, especially during peak hours
- Enforce traffic laws and municipal by-laws
- Conduct foot patrols and point duties to ensure compliance
- Participate in awareness campaigns and educational programs
- Attend to vehicle accidents and report violations

Assist with court-related tasks and documentation

14. DRIVERS X 03

Contract :12 Months

Salary :R3080

REQUIREMENTS

- Grade 10
- Valid Driver's License: Appropriate to the vehicle type (e.g., Code B for light vehicles, Code C for heavy-duty truck)
- Professional Driving Permit (PDP)
- Knowledge of Traffic Laws: Local and international regulations

PERFORMANCE AREAS

- Participation in safety training programs
- Keeping the vehicle clean and roadworthy
- Representing the company positively
- Feedback from clients or supervisors



ENVIRONMENT AND CULTURE SECTOR

Tourism and cultural industries

LIFEGUARDS X 20

Contract : 12 Months

Salary : R 5000 per month

REQUIREMENTS

- Grade 10 Report.
- 2 Years Experience.
- Valid Surf Lifeguard Award Or Equivalent With Current Annual Retest.
- Clear Criminal Record And No Pending Criminal Case, And Drug Free.
- Valid Level 2 First Aid Certificate will be an added advantage and Will Be Required To Obtain One Within 3 Months Of Appointment.

KEY PERFORMANCE AREAS

- Conducting and assisting with rescues.
- Rendering First Aid.
- Following stipulated procedures relating to lifeguard patrol and vigilance.
- Communicating and educating the public about beaches drowning areas.
- Actively patrol the beach, monitor activities and report back to the Squad Leader on a regular basis.

14. SQUAD LEADERS X 04

Contract : 12 Months

Salary : R 5 500 per month

REQUIREMENTS

- Grade 11 Report.
- 3 Years Experience Coupled With 1 Year Experience As A Squad Leader.
- Valid Surf Lifeguard Award Or Equivalent With Current Annual Retest.
- Clear Criminal Record, No Pending Criminal Case, And Drug Free.
- Valid Level 2 First Aid Certificate.

KEY PERFORMANCE AREAS

- Supervises and assisting with rescues.
- Supervises and rendering First Aid.
- Supervises swimming activities at the beach and ensures that policies, guidelines, and safety procedures are followed.
- Observe and evaluate conditions of the beach and initiates emergency action plan as required by the Superintendent.
- Inspects and monitor the beach, swimming equipment, and water to ensure that they are safe and usable.
- To monitor and manage attendance register, report incidents to the Superintendent and adhere to

instruction given by the Superintendent.



15. COASTAL PATROLLERS X 11

Contract : 12 Months

Salary : R3080 per month

REQUIREMENTS

- Grade 05
- 6 Months Experience In The Field Of Patrolling
- Minimum Grade E Security Certificate
- Ability To Deal With Members Of The Public In An Effective Manner
- Must Be Able To Read And Write

KEY PERFORMANCE AREAS

Regular patrols of the beach to seek to ensure safety of beach users and the public generally.

- Ensure that the correct procedures are adhered to in respect of lost and found children.
- Assist with car parking duties in the beach.
- Assist with administering first aid to members of the public.
- Corporate with stakeholders deployed to the beach in implementing health and safety regulations.
- Prevent entrance with alcohol and other drugs by the public to the beach.

16. COASTAL PATROLLERS LEADERS X 04

Contract : 12 Months

Salary : R3500

REQUIREMENTS

- Grade 11
- 6 Months Experience In The Field Of Patrolling
- Provision of clear directions on what needs to be done on a daily basis.
- Liaise with Superintendent
- Minimum Grade E Security Certificate.
- Ability To Deal with Members Of The Public In An Effective Manner
- Must Be Able To Read And Write.

KEY PERFORMANCE AREAS

- Regular patrols of the beach to seek to ensure safety of beach users and the public generally.
- Ensure that the correct procedures are adhered to in respect of lost and found children.
- Assist with car parking duties in the beach.
- Assist with administering first aid to members of the public.
- Corporate with stakeholders deployed to the beach in implementing health and safety regulations.
- Prevent entrance with alcohol and other drugs by the public to the beach.



INFRASTRUTURE SECTOR

Road and stormwater system development and maintenance

17. CIVIL ENGINEERING X 02

Contract : 12 Months

Salary : R5000 per month

REQUIREMRNTS

- Grade 12
- Diploma / Degree in Civil Engineer
 - 6 months to 1-year relevant experience

KEY PERFORMANCE AREAS

- Performs task/ activities associated to the post
- Preparation of monthly project reports
- Monitoring of consulting engineers
- Facilitation of project site meetings
- Registration and Reporting of projects on MIG MIS
- Endorsement of payment certificates

18. HUMAN SETTLEMENT CLERK X 01

Contract : 12 Months

Salary : R 5000 per month

REQUIREMRNTS

- Grade 12
- Diploma / Degree in Human Settlement
- 6 months to 1-year relevant experience
- Presentation Skills
- Beneficiary administration

KEY PERFORMANCE AREAS

- Performs task/ activities associated to the post.
- To lease with councilor's in relation to human settlement matters
- Capture beneficiaries in relation to human settlement matters
- Conduct beneficiary human settlement beneficiary administration.
- Accept beneficiaries in relation to human settlement matters about the projects of human settlements.



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

Applications must be addressed to:

The Municipal Manager, Ingquza Hill Local Municipality, P.O. Box 14, Flagstaff, 4810. Hand delivered applications must be submitted to no: 135 Main Street, Flagstaff -Reception or no 66 Main Street, Lusikisiki Reception, 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 28 August 2025 Thursday at 16:00

If you have not heard from us within 30 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 Mr. D.Thwatshuka EPWP Co-Ordinator at 039 253 1568 1096 or Dthwatshuka@ihlm.gov.za



**MUNICIPAL MANAGER
V.C MAKEDAMA**

