

130 Main Street
PO Box 14
Flagstaff
4810
Eastern Cape

Tel: (039) 252 0131/61
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INGQUZA HILL
LOCAL MUNICIPALITY

66 Main Street
PO Box 7
Lusikisiki
4820
Eastern Cape

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

POSTS ADVERTISEMENT **Bulletin No. 02/09/2025**

EXTERNAL ADVERT

Ingquza Hill Local Municipality (Incorporating **Flagstaff and Lusikisiki Towns**) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability in line with Municipality's Employment Equity Plan. **People with physical disabilities are encouraged to apply.**

Applications are invited from suitably qualified candidates for the filling of the following position (Preference will be given to people living with disability)

DEPARTMENT: BUDGET AND TREASURY OFFICE

1. Manager: Expenditure], Vat & Payroll

Salary Scale: Task Grade 16 (R659 944) PER ANNUM excluding benefits.

Essential Requirements

- Matric/ Senior Certificate
- Degree in Accounting or equivalent NQF level 7 qualification in Accounting Science/Financial Management.
- Computer Literacy
- Code B/EB driving License
- 3 years Financial Management Experience in a supervisory role in government.

Key Performance Areas

- Manages the key performance and result indicators associated with the expenditure section of the financial services functionality through the implementation of laid down policies, procedures and internal controls dictating financial reporting and recording requirements.
- Identifies and defines the short to medium term objectives and priorities of the sections encapsulating procurement, expenditure and remuneration control functionalities
- Monitoring the application of procurement policies with respect to the engagement of services providers and/ or acquisitions of supplies.
- Preparing and presenting reports detailing the status of expenditure reports detailing the status of expenditure and availability of funds for current and short term interventions to sub committees and strategic management planning and discussion groups.



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- Analyzing accounting records/ entries of transactional sequences (salary and allowances) and approving the processing of adjustments through journal entries, reconciliation and posting to general ledger creditor accounts.

NB: This position seeks to fulfil the provisions of the Employment Equity Plan therefore, People from the designated groups particularly African females are encouraged to apply

2. Assistant Accountant Budgeting

Salary Scale: Task Grade 10 (R287 737) PER ANNUM excluding benefits

Essential Requirements

- Matric/ Senior Certificate
- National Diploma in Accounting or Equivalent NQF level 6 qualification in Accounting
- Knowledge of MFMA, National Treasury Regulations/ Framework and applicable budget best practices and policies in the Municipal Environment
- Code B/EB driving License
- 2 years relevant experience in Local government financial management

Key Performance Areas

- Implementing the process of budgeting and reporting in accordance with the municipal budget and reporting regulation
- Budget implementation, monitoring and reporting
- Bank reconciliation and record keeping
- Communication/ stakeholder management
- Accounting Functions
- Financial Administration

3. Contract Management Practitioner

Salary Scale: Task Grade 10 (R287 737) PER ANNUM excluding benefits

Essential Requirements

- Matric/ Senior Certificate
- National Diploma in Supply Chain Management/ Financial Management/ Public Administration or equivalent NQF level 6 qualification in Financial Management.
- Computer Literacy- MS Office application
- Code B/EB driving License
- 3 years' relevant working experience in Contract Management in government.

Key Performance Area

- Implements the sections contracts management functionality and attends to the implementation of procedures, applications, system and control.



Contract Management functions

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- Information Management (Processing and reporting)
- Contracts administration
- Contracts performance Management
- Data Management and record keeping

DEPARTMENT: MUNICIPAL MANAGERS OFFICE

4. Manager: Legal Services & By Laws Admin

Salary Scale: Task Grade 16 (R659 944) PER ANNUM excluding benefits

Essential Requirements

- Matric/ Senior Certificate
- LLB Degree, BA Law or equivalent NQF level 7 qualification in Law
- Computer Literacy- office Application
- Admission to Bar or side as an Attorney advocate
- Code B/EB driving License
- 5 years relevant experience

Key Performance Areas

- Plans and manages the key performance areas of the Legal Services functionality through the provision of legal advice on proactive basis by applying knowledge of relevant legislation, statutes, ordinances and by- laws and case law, providing practical recommendations and solutions, examining and reviewing current legal strategies
- Managing the process in terms of the access to information Act, by evaluating all requests made in terms of the Act, its formal compliance with the Act and legal implications for disclosure including rights of third parties.
- Manages the flow of legal communication/ advice from/ to the organization, media and broader communities.
- Aligns and implements key legal requirements with respect to upholding the image and/ or maintaining positive perceptions of the municipality.
- Disseminates functional and optional and operational information on the immediate, short and long term objectives and current legal services developments, problems and constraints.

5. Performance Management Practitioner

Salary Scale: Task Grade 11 (R339 704) PER ANNUM excluding benefits

Essential Requirements

- Matric/ Senior Certificate
- National Diploma in Public Management/ Social Sciences or equivalent NQF level 6 qualification in Public Administration
- Computer Literacy- MS Office Application



Code B/EB driving License

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- 3 years relevant experience
- Must be able to speak, read and write in at least two of the official languages in Ingquza Hill Local Municipality (English and Xhosa)

Key Performance Areas

- Facilitating the process of drafting of a Service Delivery and Budget Implementation Plan linked to the IDP and Budget.
- Interpreting the municipality's services delivery objectives and requirements stipulated in legislation directing the planning, drafting, adoption and review phases.
- Monitoring progress with respect to identified and approved projects against specific key performance indicators and measures.
- Align Integrated Development Plan objectives and strategies with municipal performance targets in order to comply with legislation, ensure internal and external co-ordination and inter-governmental cooperation.
- Ensure that the national time frames regarding the PMS process are adhered to and that municipal planning processes is horizontal and vertically aligned and complies with the national and provincial requirement.

NB: This position seeks to fulfil the provisions of the Employment Equity Plan therefore, People from the designated groups particularly African females are encouraged to apply

DEPARTMENT: TECHNICAL SERVICES

6. Senior Electrician Technician

Salary Scale: Task Grade 13 (R451 557) PER ANNUM excluding benefits.

Essential Requirements

- Matric/ Senior Certificate
- National Diploma in Electrical Engineering or equivalent NQF level 6 in Electrical Engineering field.
- Code B/EB driving Licence
- 3-4 Years Experience in electrical engineering maintenance and project management.

Key Performance Areas

- Communicating with the Manager: Electricity and professional personnel on technical requirements associated with Electrical Engineering priorities for implementation.
- Ensuring that design plans are presented and approved by ESKOM within stipulated time frame
- Attending to Network Planning Report (NPR) comments from ESKOM
- Conducting regular site visits and Conduct diagnostics, troubleshoot equipment and resolve site queries related to electrical systems.
- Liase with funder, service providers and other professionals to build strong working relations
- Research, evaluate and recommend new technologies and approaches to improve existing processes and support innovation initiatives
- Provide technical consultation and mentorship to junior engineers, ensuring knowledge transfer and skills development by:
- ~~excellent critical thinking, problem solving and attention to detail~~



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- Strong leadership, communication and team-building skills to effectively manage projects and mentor staff

7. Senior Technician Construction & Maintenance

Salary Scale: Task Grade 13 (R451 557) PER ANNUM excluding benefits

Essential Requirements

- Matric/ Senior Certificate
- National Diploma/ Degree in Civil Engineering or Equivalent
- AllyCAD Certificate
- Eligible for Registration with Engineering Council of South Africa
- Code B/EB driving License
- 3 years relevant experience

Key Performance Areas

- Perform design work using governing codes and standards, engineering formulae, skills and experience.
- Amending drawings for colleagues.
- Layout and details portions of projects using schematic layout.
- Plan and design transportation or hydraulic systems, structures, following construction and government standards, using design software and drawing tools.
- Inspect project sites to monitor progress and ensure conformance to design specifications.
- Estimate quantities and cost of materials, equipment and labour to determine project feasibility.
- Provide technical advice regarding design, construction or modifications.
- Creating Payment Certificates for clients.
- Attending client meetings and capturing minutes to accurately reflect progress and any outstanding matters.

NB: This position seeks to fulfil the provisions of the Employment Equity Plan therefore, People from the designated groups particularly African females are encouraged to apply

Application letter with comprehensive CV, 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 can be sent to no: 135 Main Street, Flagstaff or no 66 Main Street, Lusikisiki, clearly marked "Application for Employment".



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A compulsory application form must be filled and its available on our Website: www.ihlm.gov.za

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

Closing date for all applications 03 October 2025 Friday 14:30


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 please contact Mr. F. Msumza – Manager: Human Resource at 039 253 1568 / 1539/1096 or fmsumza@ihlm.gov.za



**MUNICIPAL MANAGER
V.C MAKEDAMA**