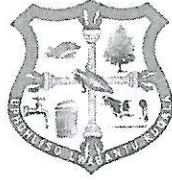


# INGQUZA HILL LOCAL MUNICIPALITY

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

## INGQUZA HILL LOCAL MUNICIPALITY (EASTERN CAPE) NOTICE NO: HR 19/06/2025 INTERNAL ADVERTISEMENT OF POSITIONS

Ingquza Hill Local Municipality is a Grade 2 municipality comprising of Flagstaff and Lusikisiki Towns, Ingquza Hill Local Municipality is an equal opportunity employer and subscribes to the principles of employment equity.

Applications are invited from suitably qualified candidates for the filling of the following position.

### 1. DEPARTMENT: BUDGET AND TREASURY

#### 1.1. Supply Chain Management Clerk

Salary Scale: Task Grade 05 (R 135 201 PER ANNUM excluding benefits)

#### Essential Requirements

- Matric
- 1 (one) year Certificate/Diploma in Stores and Purchasing or related qualification in accounting.
- 2 (two) years' experience

#### Key Responsibilities

- Performs specific activities/ tasks associated with the receipting, storage and utilization of items
- Receiving and verifying information recorded on requisition forms (vote numbers, specifications) processing information onto the system and allocating order numbers,
- Processes transactional information on specific manual/ computerized applications and completes forms, schedules and documents.

#### 1.2 Assistant Accountant Payroll

Salary Scale: Task Grade 10 (R 274 009 PER ANNUM excluding benefits)

#### Essential Requirements

- Matric
- National Diploma in Accounting or equivalent
- B. Comm Degree with Accounting



INGQUZA HILL

Be physical fit and able bodies

UPHULISO LWABANTU KUQALA

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

- 2 years relevant experience

## **Key Responsibilities**

- **Accounting Control Functions**
  - (i) Verification and Reporting
  - (ii) Supervising and Control
- **Operational Financial Management Functions Management**
  - (iii) Financial Statements and Reports
  - (iv) Administration
- Implementing the routine application associated with the processing of information of the Payroll Section.
- Implementing and controls the tasks/ activities of personnel and allocated and prioritises outcomes
- Prepares Financial Statements and reports on the payroll expenditure.
- Maintaining salary deductions are paid over, on time and are accurate, and processing salary deduction payment on the system.

## **2. DEPARTMENT: COMMUNITY SERVICES**

### **2.1. Security Officer x2**

**Salary Scale: Task Grade 06 (R158 814 PER ANNUM excluding benefits)**

## **ESSENTIAL REQUIREMENTS**

- Grade 10
- Security Officer Qualification or Grade E, D, C recognised by Security Industry Regulatory Authority.
- Registered with PSIRA.
- Driving Licence Code B or EB.
- 1-2 Years Experience.

## **KEY RESPONSIBILITIES**

- Rendering security services to ensure safety and security of Municipal property is adhered to.
- Maintain daily records of shifts and making sure that he/she is where she/he is placed by the immediate supervisor.
- Enforcement of Municipal by-laws.
- Reporting theft, damages and conduct inspections for physical and safety hazards and report to the supervisor.
- Adhere to allocated rosters for entry/ exit control, patrolling areas and responding to emergency issues.

### **2.2. Pit Assistant**

**Salary Scale: Task Grade 06 (R158 814 PER ANNUM excluding benefits)**

## **ESSENTIAL REQUIREMENTS**

- Matric
- Have Knowledge of the machines utilised at the testing centre
- Code B/EB driver's license



- 1 year experience in Vehicle Testing Centre

### KEY RESPONSIBILITIES

- Assist examiners to bring vehicles to the Pit
- Jack vehicle to test the supervision of the vehicle
- Check the motor vehicle's condition before being tested by the Examiner
- Help to maintain in repairing equipment used in the Pit or testing area
- Conduct routine checks, troubleshooting issues and ensuring machinery is in good condition

An application must be in a prescribed municipal application form with a comprehensive CV, and certified copies of qualifications and Identity Documents, 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".

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

**Closing date for all applications 11 July 2025, Friday 14:30**

**NB.** Qualifications checks and vetting will be done for 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 the 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)



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**MUNICIPAL MANAGER  
V.C. MAKEDAMA**

