

# INGQUZA HILL LOCAL MUNICIPALITY

130 Main Street  
PO Box 14  
Flagstaff  
4810  
Eastern Cape



66 Main Street  
PO Box 7  
Lusikisiki  
4820  
Eastern Cape

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

INGQUZA HILL  
LOCAL MUNICIPALITY

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

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## INGQUZA HILL LOCAL MUNICIPALITY (EASTERN CAPE) NOTICE NO: HR 07/05/2026 EXTERNAL 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 (People living with disability are encouraging to apply)

**DEPARTMENT: MUNICIPAL MANAGERS OFFICE**

### 1. Manager Mayoral Programs and Support

**TASK GRADE 17 (Permanent Based R797 762 per annual excluding benefits)**

#### Essential Requirements

- Matric
- Degree in Public Administration – NQF level 7
- Registration with a relevant professional body
- Computer Literacy
- Valid Code B/EB driver's license
- 5 years relevant experience

#### Key Responsibilities

- Manages key administrative requirements at the Mayor's Office through the implementation of Council Resolutions, Policies, Procedures, Systems and controls guiding critical interventions, applications and outcomes, providing advice and support with respect to functional areas.
- Researches, Develops and participates in the implementation of strategic and short-term plans associated with the functionality.
- Prepares capital and operating estimates and controls expenditure against the approved Budget allocations.
- Evaluating the adequacy of current Policies and Committee resolutions pertaining to specific activities of the Office of the Mayor

~~• Coordinates procedural administrative requirements and reporting deadlines associated with the~~  
functionality.



UPHULISO LWABANTU KUQALA

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

- Preparing Financial reports detailing expenditure and Income arising out of service delivery activities and/ or preparing and submitting applications in respect of fund transfer to the Municipal Manager or Council for approval.

## 2. Manager Strategic Institutional Communication

**TASK GRADE 16 Subjected to job Evaluation Results (Permanent Based R659 944 per annual excluding benefits)**

### Essential Requirements

- Matric
- National Diploma or Degree in Communications/ Public Relations
- Computer Literacy
- Valid Driver's License
- 5 years relevant experience in Communications / Public Relations

### Key Responsibilities

- Communicating with the immediate superior on specific key performance arrears (Communication, relationship management and strategic events)
- Analyzing the effectiveness of the functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align structures and systems.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment
- The Progress reports for inclusion into the consolidated skill Development Plan of the Department.
- Coordinating the planning, editing, layout and distribution of publications and articles.
- Arranging photo-shoots and or compiling and seeking approval on articles and/ information for inclusion in national, provincial and business print mediums.
- Participating in various meetings, (council, internal and external forums) and providing comments/ opinions on matters affecting or concerning the functionality.

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 21 May 2026, Thursday 16:00**




**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 Practitioner at 039 253 1568 / 1539/1096 or [umbangatha@ihlm.gov.za](mailto:umbangatha@ihlm.gov.za)



MUNICIPAL MANAGER  
V.C MAKEDAMA

04 / 05 / 2026

Date

