

# INGQUZA HILL LOCAL MUNICIPALITY

130 Main Street  
PO Box 14  
Flagstaff  
4810  
Eastern Cape

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



INGQUZA HILL  
LOCAL MUNICIPALITY

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 09/06/2026 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: Legal Services & By Law Development

Salary Scale: Task Grade 16 (R691 291.85) 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
- 2 to 3 years relevant managerial experience in a legal services environment

#### 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.



UPHULISO LWABANTU KUGALA

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

- Disseminates functional and optional and operational information on the immediate, short and long term objectives and current legal services developments, problems and constraints.
- Formulating legal opinions and recommended guidelines to resolve issues.

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 22 June 2026, Monday 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 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**

\_\_\_\_\_  
**Date**



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Closing date for all applications 22 June 2026, Monday 16:00 Please refer to our website, [www.ihlm.gov.za](http://www.ihlm.gov.za) or our Facebook page, IHLM official for further information

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)

  
MUNICIPAL MANAGER  
V.C MAKEDAMA

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DATE



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