

INGQUZA HILL LOCAL MUNICIPALITY

130 Main Street
PO Box 14
Flagstaff
4810
Eastern Cape



INGQUZA HILL
LOCAL MUNICIPALITY

66 Main Street
PO Box 7
Lusikisiki
4820
Eastern Cape

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POSTS ADVERTISEMENT

Bulletin No. 03/03/2024

INTERNAL ADVERTISEMENT

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 from suitably qualified persons are hereby invited to apply for the following positions: -

DEPARTMENT: TECHNICAL SERVICE

1. PMU ADMINISTRATOR

TASK GRADE 11 R 304 992- R304 992 – R395 894 Per annum Excluding Benefits)

Requirements:

- Grade 12
- National Diploma in Office Administration/Financial/equivalent
- Valid driver's License Code B/EB
- 2 years relevant experience

Key Performance Areas

- Administers the financials in the project Management unit, with the laid down procedures.
- Ensure that all MIG and other grants related projects are registered and reports regularly.
- Receiving invoices from services providers and ensure that all supporting documents are attached and authorized.
- Liaising with service providers to resolve claims related queries anomalies.
- Updating the project related financial codes and standards
- Maintains documentation and records transaction and procedures.
- Rendering administrative support to the electricity unit.



INGQUZA HILL
LOCAL MUNICIPALITY

UPHULISO LWABANTU KUQALA

Email: info@ihlm.gov.za | Website: www.ihlm.gov.za

2. GRADER OPERATOR

TASK GRADE 6 (R149 729 – R194 380 per annual excluding benefits)

Requirements:

- Grade 7
- Certificate of competency in the Operation of Grader/ Heavy Plant
- 3 months relevant experience

Key Performance Areas

- Performs tasks/ activities associated with the operations of the grader at the roads and construction sites or during general maintenance works related to removing, loading, excavating and backfilling in order to ensure laid down procedures and specific instructions are complied with.
- Inspecting safety devices, controls, lubricant levels, etc on grader and verbally reports defects to the immediate supervisor.
- Completing information relating to the quantity and type of required petrol/ diesel and the overall distance covered to the immediate superior.
- Driving and maneuvering the Grader and engaging controls to operate mechanisms to enable digging, demolition, loading and leveling sequences

3. SMOOTH ROLLER OPERATOR

TASK GRADE 6 (R149 729 – 194 380 per annual excluding benefits)

Requirements:

- ABET Level 2(intermediate literacy and Numeracy)
- Certificate of competency in the operation of heavy plant
- Code EC driving License + PrDP
- 6-12 months relevant experience

Key Performance Area

- Implements and performs tasks/ activities associated with the transportation of material/ equipment and personnel to/ from work sites and operation of heavy mechanical plant and/or specialized vehicles (Grader, water carts, excavator, Roller, Bulldozer, Pay-loader, T.L.B, Asphalt Machinery, Water Trucks, Low Bed Trucks, 4x4 Trackers, Dam -Scraper etc) during roads maintenance activities e.g excavations of tranches, rip off asphalt layers, clear storm-water drains.
- Digging out excess asphalt/gravel from the truck bins.
- Providing support in erecting, assembling, and removing compressors, trailers, whackers, generators, concrete mixers, etc from site
- Monitors the cleaning of operating units (plant/machinery/ vehicles) and attends to the disposal of waste.



- Communicating with the supervisor and relevant personnel on site and confirming requirements/specifications.

4. TRUCK DRIVERS X4

TASK GRADE 6 (R149 729 – R194 380 per annual excluding benefits)

Requirements:

- Grade 7
- Code C driving License.
- 6 months to 1 year experience.

Competencies

- Required to work beyond normal working hours

Key Performance Area

- Receiving instructions from the Supervisor to establish details of task (vehicle and materials)
- Receiving work schedules and registers with corrections from the supervisor for processing and recoding.
- Driving and maneuvering the vehicles and engaging controls to operate mechanisms to facilitate specific sequences (tipping etc)

DEPARTMENT: COMMUNITY SERVICES

5. CLEANSING ASSISTANT X3

TASK GRADE 3 (R114 379 – R133 647 per annual excluding benefits)

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 collection of waste/ refuse from residential and business premises
- Picking up and loading refuse bags into 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 tools, containers and/ or vehicles, applying disinfectants and using pressurised cleaning systems (hand held hoses)



7. EPWP COORDINATOR

TASK GRADE: 10 Subjected to Job Evaluation Results (R258 334– R335 359 per annum excluding benefits)

Requirements

- Grade 12
- National Diploma in Local Government Law and Administration or equivalent
- Code EB Driver's License
- 1- 2 years relevant experience

Key Performance Areas

- Coordinates Expanded Public Works Programmes (EPWP) for maximum community participation and involvement in the Municipal Socio- Economic Activities.
- Verifying of EPWP compliant Project through the relevant Departments for execution.
- Consolidating EPWP Project list and maintain project database on Labour Statistics and other related key performance indicators.
- Drafting progress report on the implementation of EPWP projects and submit to the Department of Public Works.
- Responding to enquiries and progress on EPWP pertaining to target dates, completion and outstanding projects in consultation with all relevant stakeholders.



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".

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

Closing date for all applications 22 March 2024, 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 contact Mrs. U Nopakela -Human Resources Administration Officer at 039 253 1568 / 1539/1096 or umbangatha@ihlm.gov.za



**MUNICIPAL MANAGER
V.C MAKEDAMA**