

INGQUZA HILL LOCAL MUNICIPALITY

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
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POSTS ADVERTISEMENT BULLETIN NO:4/12/2020

Ingquza Hill Local Municipality (Incorporating **Flagstaff and Lusikisiki Towns**) hereby invites applications from suitably qualified and experienced persons to fill the following vacancies:

1. **Manager: Mayor's office (5 year Term Performance Based Employment Contract)**

Requirements

- A three-year relevant Post Matric Qualification.
- A minimum of 5 years work experience.
- Must be computer literate.
- Code B Driving License.

Competencies

- Excellent verbal and writing communication skills.
- Good interpersonal, coordinating & organizing skills.
- Problem solving and leadership skills.

Key Performance Areas

- Manage the communication function of the municipality with the external stakeholders;
- Manage the co-ordination of the activities associated with the functioning and efficiency of the Executive Committee of the Council;
- Manage overall co-ordination of public / stakeholder engagement in matters relating to municipal service delivery;
- Manage the coordination and promotion of all Special Programs (e.g. Woman, Youth, people with Disabilities, Children, Elderly, and Gender Sector's programmes)
- Facilitate the provision of administrative support to the Mayor with regard to all function of the Mayor's Office;
- Preparing and presenting forward plans and reports to the Office of the Municipal Manager.

An all-inclusive total cost to company of R919 649.07 salary Per Annum

2. Manager: Human Resources (5 Year Term Performance Based Employment Contract)

Requirements

- A Degree / National Diploma in Human Resource Management.
- A minimum of 5 years relevant work experience.
- Must be computer literate.
- Code B Driving license.

Competencies

- Sound knowledge of Human Resource Procedures and Policies.
- Fully conversant with all Labour Legislation and Local Government Bargaining council Collective Agreement.
- Good negotiation skills
- Good planning and organizing skills
- Attention to details.
- Report writing and presenting skills.

Key Performance Area

- Managing the Human Resources functionality through the implementation and alignment of policies, procedures, systems and controls
- Developing / Reviewing and facilitating the implementation of the Human Resource Plan for the municipality in order to achieve municipal goals.
- Ensuring that the municipality complies with all applicable statutory legislation e.g .**LRA, BCEA, EEA, SDA, OHSA, etc.**
- Drafting immediate, short term and long term results indicators to address critical human resource needs and intervention for key functional areas within the organization in accordance with statutory legislation (e.g. Employment Equity, Labour Relations, Recruitment & Selection, Organizational Development and Employee Assistance, Occupational Health and Safety, etc.
- Monitoring and guiding performance of all HR Units by ensuring that the SDBIP targets are achieved:
- Preparing and presenting forward plans, interventions designed to drive transformation within the Organisation, and reports, to the Director for Corporate Services.

An all-inclusive total cost to company of R919. 649.07 Per Annum

3. Manager: Social Services (5 year Fixed Term Performance Based Contract)

Requirements

- A National Diploma or degree in Developmental or Social Studies / Public Administration or any other relevant NQF 6 qualification.
- Computer literacy
- A code EB Driving License.

- At least 3 -5 years' work experience.
- Understanding of Local government will be the added advantage.

Competencies

- Leadership skills , coupled, with report writing and organizing skills,
- Ability to adhere to strict deadlines and
- Good presentation skills

Key Performance Areas

- Managing and reporting on implementation outcomes with regards to project related interventions (Social Development Programmes) and work in progress and providing reasons and recommendation to improve and / or sustain the quality and performance Levels of the Section.
- Maintaining and managing of social and community facilities , establishing and implementation of policies governing the use and operation of social facilities and Multi-Purpose Community Centers (MPCC)
- Ensuring continuous access to Library facilities to all residents and analyzing new and existing library issues and reporting on trends to the Director of Community services.
- Ensuring system development for good quality and proper cemeteries and crematoria facilities exist and that such facilities are properly maintained for burial purposes and post burial purposes
- Ensure proper co-ordination of all sports , arts and culture activities within the jurisdiction of the municipality

An all-inclusive total cost to company of R919 649.07 salary Per Annum

4. ICT Administration Officer (Permanent) Post Level 6

Requirements:

- National Senior Certificate or Grade 12
- National Diploma in Information Technology
- 3 year relevant working experience.

Competencies:

- Excellent verbal and written communication skill
- Good interpersonal coordinating & organizing skills
- Good record keeping skills
- Ability to capture information accurately and detail
- Computer literacy- Ms office applications

Key Performance Areas:

- Co-ordinates information technology function or duties associated with the provision of ICT systems administration and End User support and analyses, diagnosis and resolves software /hardware related problems.

- Responsible for planning and implementation of the objectives or plans associated with organisation, information communication, planning etc.
- Monitoring the effectiveness and efficiency of the operation of the capability of applications software, connectivity and operating software and hardware devices.
- Co-ordinates specific sequences associated with troubleshooting and problem solving application and installs new software or hardware.
- Provides Support associated with the capability of application software , peripheral devices, connectivity and functionality of operating software and hardware devices
- Planning and controlling of process of the procurement of the required ICT systems and maintenance
- Dissemination functional and operational information in the immediate , short and long term objectives current developments problems and constraints
- Appraising performance level, setting objectives and measuring accomplishment or establishing reasons for non-conformance.

Basic Salary (Excluding Benefits) R322 550.12 – R342 871.61

5. Foreman : Plant Unit (Permanent) Post Level 6

Requirements

- Grade 10.
- Artisan Certificate.
- Code EC driving license, PDP.
- 2 years' experience in the construction field.

Competencies.

- Physically Fit and able bodied.
- Required to work beyond normal working hours.
- Required to be on stand-by duty.

Key performance Area

- Performs supervisory tasks or activities associated with the checking and reporting of the Progress and execution of specific plant operations and mechanical repairs
- Implementing tasks associated with the checking and reporting of the progress and execution of specific plant operations and mechanical repairs.
- Inspecting and controlling work procedures and is responsible for the maintenance of plant activities
- Verification of internal transactions, documentation (eg tally sheets, log sheets, progress report etc.
- Super visioning and Controlling the tasks or activities of personnel and allocation and prioritizing outcomes

- Executing administrative activities relating to the updating and maintaining administration records
- Address workplace Conflict and conduct through the initiation and co-ordination of consultative processes specific disciplinary procedures

Basic Salary (Excluding Benefits) R322 550.12 – R342 871.61

6. Security Officer x 7 (Permanent) Post level 13

Requirements

- Security Officers qualification or certification grade (D-A) recognized by the security Industry Regulatory Authority.
- Code B/EB Drivers licence.
- 1 year relevant experience.

Competencies

- Be physically fit and able bodied
- Be prepared to work shifts including night shift
- Be Able to work as stand –by- during emergencies

Key Performances Areas

- Performing specific tasks and activities associated with security function for the crime prevention.
- Rendering security services to ensure safety and security of Municipal property and Personnel
- Responsible for guarding and patrol services for safe guarding Councils properties and assts.
- Receiving cash from Enatis Cashiers for banking, transporting officials to the bank and banking money.
- Reporting theft and damages to ensure that legal ensure safety
- Control access in and out of the municipal premises
- Enforcement of municipal by laws
- Any other security service as per the legal instruction of the supervisor.

Basic Salary (Excluding Benefits) R121 310.98 – R126 536.51

7. Vehicle Examiner X 2 : Grade A (Permanent) Post level 8

Requirements

- National Senior Certificate or Grade 12.
- Examiner of vehicles Diploma.
- Valid Code EC & A Driving Licences.
- No Criminal Record.
- 2 years relevant experience.

Key Performance Areas

- Co-ordinates and controls the application of procedures associated with the examination, issuing of roadworthiness certification, vehicle testing and registration or licensing.
- Attends to specific administrative recording and record keeping sequences.
- Completing procedural information , forms, documents, for further processing
- Conducts and or checks testing equipment functionality on completion of routine maintenance sequences.

Basic Salary (Excluding Benefits) R 223 829.24- R264 619.77

8. Truck driver x 3 (Permanent) Post Level 13

Requirements

- Grade 8.
- Code C Driving License PDP.
- 1 years' relevant experience.

Competent

- Must be physically fit and able bodied
- Required to work outside normal working hours during emergencies and planned overtime.

Key Performance Area

- Performs tasks / activities associated with the driving of heavy duty truck in order to ensure refuse is collected as outlined
- Transporting and guiding cleansing assistants deployed from community services Department during refuse collection and disposal trips
- Responsible for specific truck driving tasks / activities at the fleet Management site prior to and on completion of allocated
- Responsible for Completion internal transactional documentation e.g.log sheet, progress report, etc.) and related forms
- Liaising with various businesses in order to ensure that they follow the schedule of refuse collection and providing any other relevant information
- Provisioning of information to the business owners / public on inquiries received related to collection or non-collection of refuse

Basic Salary (Excluding Benefits) R 121 310.98 – R126 536.51

9. Assistant Cemetery X 2 (Permanent) Post level 16

Requirements

- Grade 5
- 2 Weeks

Competencies

Be physically fit and able bodied

Key Performance Areas

- Performs general tasks or activities associated with digging / backfilling gravesites in order to ensure instructions are complied with and duties are performed in accordance with safety rules and practices.
- Undertakes general laboring tasks associated with grave digging and maintenance
- Ensuring that gravesites are safe during pre-burial activities
- Refilling gravesites once funeral formalities have been completed
- Responsible for the storage and care of tools and equipment.
- Directing the public to the relevant office for the purpose of enquiring on the cemetery services

Basic Salary (Excluding Benefits) R 103 892.53 – R108 846.49

10. Assistant Superintendent: Traffic Control (Permanent) Post Level 7

Requirements:

- Senior Certificate or Grade 12.
- Traffic Officer Diploma accredited by the Institute of Traffic and Municipal Officers of Southern Africa or equivalent.
- Valid Code B/ EB driving licenses.
- 3 years' relevant experience.
- No criminal record.

Competencies

- Must be physically fit and able bodied.

Key Performance Areas:

- Supervising the implementation , reporting sequences of outcomes associated with the activities and programs of traffic safety
- Communicate with Superintendent on specific Key Performance areas to ensure alignment of functions, service delivery objectives against the capacity and capability of the section.
- Monitoring and controls the application of procedures associated with traffic safety, traffic control and traffic law enforcement and providing reasons and recommendations supporting changes to policy with respect to law enforcement community safety and crime prevention.

- Coordinates and controls the tasks/ activities of the traffic officers and allocates and prioritizes outcomes.
- Conducts appraisals to measure performance against agreed objectives ,counselling and consulting with personnel on the formulation of and approaches necessary to accomplish objectives
- Monitors and executes sequences associated with the implementation of statutory laws and by-laws related to Road Traffic, Public Safety and crime prevention.
- Interacting and Conducting meetings with individual members of the public ,Department of Justice, Taxi Associations, Public works, other relevant Government departs and other stakeholders of the Municipality .

Basic Salary (Excluding Benefits) R 289 354.91 – R314 627.52

11. Excavator Operator (Permanent) Post level 9

Requirements

- Grade 7
- Certification of Competency in the operation small plant equipment
- Code C Driving License
- 3 Months Experience

Competencies

- Be physically fit and able bodied
- Required to work beyond normal working hours

Key Performance Areas

- Performs tasks / activities associated with maintenance and repair work using small plant and equipment to excavate defined areas
- Receiving instructions / guidance from the immediate superior and attends to the preparation of work site
- Perform tasks /activities associated with maintenance and repair work using small plant and equipment to excavate defined areas operating small plant machinery.
- Connecting generators and compressors in accordance with standard operating procedures and visually checks operating condition of small plant equipment and machinery prior to activating and reporting deviations to the immediate superior.
- Undertakes relevant maintenance tasks and operates small plant and equipment.
- Marking drilling and mounting
- Responsible for storing equipment and tools /equipment and loads materials prior to departure from work site
- Removing and washing debris from tools and equipment

Basic Salary (Excluding Benefits) R189 102.42– R218 966.60

Application letter with 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: 18 December 2020

NB. Qualifications checks and security clearance and practical driving tests where applicable will be done to selected candidates.

Applicants who do not get a response from the Municipality within three months after the closing date should assume that they were not successful.

It is the intention of Ingquza Hill Local Municipality, as an **Affirmative Action Employer** in compliance with Employment Equity Act as amended to promote the interests of **previously disadvantaged** groups when filling the above positions, in conjunction 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 Ms T.Macanikwa (Human Resources Administration Officers) at 039 253 1568 / 1539/1096 or tmacanikwa@ihlm.gov.z

ACTING MUNICIPAL MANAGER

Ms M. NDWANDWE