

INGQUZA HILL LOCAL MUNICIPALITY



POSTS ADVERTISEMENT

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

1. Junior Revenue Accountant (Permanent)

Requirements

- Grade 12
- National Diploma in or Degree in accounting
- 2 years' Experience in Revenue Section

Competencies

- Computer Literacy- office Applications

Key Performance Areas

- Responsible for investment Register and grant Register
- Supervision of the activities performed by Cashiers
- Journalizing errors in the system
- Uploading errors in the system
- Manage Revenue Generation and debt Collection
- Attend to Debt Reconciliation.
- Ensure that all monies collected are receipted.
- Perform daily count of monies received and balance them with actual receipts
- Prepare and send out monthly bills, for the community to pay for services rendered
- Submit regular reports to the Revenue Accountant.

Basic Salary (Excluding Benefits) R238 983.84 –R259 856.97

2. Building Inspector (Permanent)

Requirements

- NQF level 6 in Building Construction/ Management
- 2 Years' experience in Built Environment at large.

Key Performance Areas

- Visiting specific work sites and conducting inspections to establish whether materials, the construction of the works and procedures are in accordance with approved design drawings specification, statutory regulations (National Building Regulations) and Town Planning Schemes.
- Undertaking specific tests at various stages of construction to check tolerances, comparison, etc. and compares findings with stipulated specifications/ requirements.
- Measuring and determining conformity to specifications e.g. screen walls, openings and interior angles and arches and checking the use of protective materials and layers to prevent water penetration
- Evaluating and commenting on the adequacy of supporting structures, ventilation and waste water drainage systems.
- Informing owner of issues of non-conformity / problems on the site and forwarding details of observations and findings to facilitate problem solving sequences prior to approval
- Monitoring and verifying that encroachments onto public spaces are correctly noted
- Issuing compliance notices to facilitate the demolition of illegal constructions/ unsafe buildings due to decay or damages and or corrective measures necessary to address encroaches and aesthetics of buildings.
- Co-coordinating the institution of legal proceedings when unable to obtain compliance with regulations and act as a peace Officer when warrants of arrests are executed due to non-appearance of accused in court.

Basic Salary (Excluding Benefits) R R238 983.84 –R259 856.97

3. Performance Management Officer: Employee performance (Permanent)

Requirements:

- Grade 12
- A recognized National Diploma in Human Resources Management or equivalent NQF Level 06 qualification.
- Certificate in payroll administration will be an added advantage
- 3-4 Years' experience in Human Resources Management at Local Government
- Competency in the use of Computers especially in Excel, Power Point, Outlook and Internet.
- A valid driver's License

Competencies:

- Presentation and facilitation skills
- Project Management Skills
- Knowledge of all pieces of legislation governing the HRM in the local government sector.
- Knowledge of payroll system such as Pay Day
- Knowledge of HRM functions particularly Performance Management Systems and Job Evaluation etc.
- Good Communication Skills
- Willingness and readiness to work long hours and under pressure

- Good Customer Care Skills
- Report Writing Skills
- Excellent Leadership and Management Skills
- Ability to grow And interact within an ever changing environment
- Ability to bring independent and impartial advise into organization decision making
- Ability to formulate clear objectives and to meet deadlines.

Key Performance Areas

- Co-ordinates and align the EPM functionality with various departments within the Municipality.
- Facilitate the process of the seating of the EPM steering committee meeting.
- Coordinates and implementing processes necessary to facilitate EPM Program development
- Co-ordinates specific administrative and reporting requirements associated operational key performance and results indicators
- Participates in process aimed at providing information advice and guidance

Basic Salary (Excluding Benefits) R266 400.41 – R283 183.32

4. ICT Network Administration (Permanent)

Requirements

- National Diploma in information Technology NQF level
- Code EB driving license
- 2 years' experience in ICT Local Government

Key Performance Areas

- Coordinates specific sequences associated with troubleshooting and problem solving application problems and install new software and hardware
- Provides support associated with the capacity of application software peripheral devices connectivity and or functionality of operating software and hardware devices
- Maintains and contribute to the development of the municipality's network infrastructure
- Analyse performance specific administrative activities associated with the functionality namely updating asset details of computer equipment and accessories located within the division etc.

Basic Salary (Excluding Benefits) R 238 983.84 - R 259 856.97

5. Valuation Officer (Permanent)

Requirements

- National Diploma in Real Estate :Property Valuation and Registration as a Professional Valuer in terms of Act 47 of 2000
- Valid Code EB Drivers Licence.
- 3 years relevant experience in the Real Estate & Property valuation

Competencies

- Computer Literacy- Office Applications
- Communication Skills
- Presentation Skill
- Interpersonal Skills
- Negotiation Skills
- Conflict Management Skills

Key Performance Areas.

- Ensures valuation planning and Co-ordination
- Planning set programme regarding interim and general valuation by having meetings with the manager
- Researching and developing policies and procedures for the general valuation section that the municipality and other stakeholders to adhere to
- Determining time frames with affected parties for the valuation Court hearing with the manager and the court members where after the dates could be advertised for the property owners to lodge an objection in time,
- Preparation of defence of valuation results in courts by having meetings with the immediate superior legal services and defends the valuation in court in regard to objections of property valuations ratings.
- Facilitate the process of valuation of properties in terms of the Valuation Ordinance for rating purposes by doing random checks to ensure that the valuations have been carried out in accordance to the relevant legislation.
- Co-ordinates the analysis of property sales in terms of the valuation prior to a general valuation by discussing the analysis with the valuers to ensure the correct sales are applied to the different categories of properties
- Research and make recommendations on the number of sample valuations
- Compilation of interim valuation schedules by capturing data obtained from the deeds office
- Co-ordinate the compilation of the valuation roll for the general and Interim Valuations for the valuation of property.
- Co-ordinate the valuation of land and buildings for sale acquisition upset with the valuer to ensure that the valuation has been done in accordance to sound valuation principles

Basic Salary (Excluding Benefits) R266 400.41 – R283 184.32

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 07 September 2018

NB. Qualifications checks 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**, to promote the interests of previously disadvantaged groups (**ESPECIALLY WOMEN AND PEOPLE WITH DISABILITIES**) 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. T Jakavu (Human Resources Administration Officer) at 039 253 1568 / 1539/1096 or tmacanikwa@ihlm.gov.za

MUNICIPAL MANAGER
MR M. FIHLANI