



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

SENIOR MANAGER: PERFORMANCE MONITORING EVALUATION AND REPORTING (PMER)

• **Salary Grade: (T16) R707 855.80 - R918 838.62 p.a. (Plus applicable benefits)** • **Ref No: MM A 5/5/4/2/1**

Job requirements: • A Matric/Grade 12 • A National Diploma/Bachelor's degree (NQF Level 6/7) in Public Administration, Social Science or relevant qualification • 5 - 6 years' experience at a supervisory level within a comparable environment preferably gained within local government • Knowledge of related Municipal structures and excellent communication skills, verbal skills and written skills both in English and isiZulu • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Direct and manage the development, implementation, review and continuous improvement of the Municipality's Performance Management System (PMS), Monitoring and Evaluation (M&E) Framework and associated policies • Lead the integration and alignment of the Performance Management System with the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP), departmental operational plans and other approved strategic plans • Direct and oversee the cascading of the Performance Management System from institutional performance to departmental and individual performance management for employees below the Municipal Manager (Section 54A) and Section 56 Managers • Develop and implement institutional mechanisms for monitoring, evaluating and reporting on organizational, departmental and individual performance • Promote and institutionalize a culture of performance management and accountability throughout the Municipality • Promote and institutionalize a culture of performance management and accountability throughout the Municipality • Direct, enforce, control and lead, while PMS Officers facilitate and coordinate stakeholder and community participation in the development, implementation and review of the Municipality's Performance Management System and Key Performance Indicators (KPI's) • Ensure sound financial management and compliance with applicable financial legislation, policies and internal controls.

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

FIRE AND RESCUE SERVICES COORDINATOR

• **Salary Grade: (T14) R545 311.81 - R707 855.80 p.a. (Plus applicable benefits)** • **Ref No: SS A 5/5/4/2/1**

Job requirements: • A Grade 12 Matric • A National Diploma NQF Level 6 or Degree NQF Level 7 in Disaster Management or Management or an equivalent-related qualification • A minimum of five (5) years' relevant experience within a recognized Fire Services or Disaster Management environment • Safety Officer/Peace Officer qualification • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Ensure that through proper planning, research and development that special operations response meets the needs of changing environments and future impact on performance by planning, directing, analysing, evaluating and identification of all special operations needs and recommending to the Chief Fire Officers the necessary policy/standards and implementation therefore to meet needs productively, applying both existing legislation/codes of practice as well as the latest technologies and thoughts available internationally • Evaluate the Municipalities technical training needs through discussions with Chief Fire Officers, survey of operations personnel, reviews of accidents reports and industry standards and observation of performance on the incident ground and training and develop and implement the support plan • Ensure that are Special Operations Technician are physically and medically fit and up to date • Maintain the Special Operations asset register and ensure regular asset verification of all property, plant and equipment assets assigned to the Special Operations Unit • Ensure that the requirements of National Policy on Urban Search and Rescue and Western Cape Special Operations response plan are fully catered for in Departmental special operations standard operating procedures and protocols.

ENVIRONMENTAL HEALTH PRACTITIONER

• **Salary Grade (T11) R364 377.59 - R473 005.44 p.a. (plus applicable benefits)** • **Ref No: SS A 5/5/4/2/2 KOKSTAD**

Job requirements: • A Grade 12/Matric • A relevant tertiary qualification, B.Sc in Environmental Health (NQF Level 8 or) equivalent qualification within the Environmental Health field • A valid HPCSA environmental Health Licence • Must have One (1) year completed community service (Environmental Health Field) • Must be registered with the Health Professionals Council of South Africa as an independent practitioner • Peace Officer's licence will be an added advantage • Good communication skills (written and verbal) • Experience in Local Government will be an added advantage • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Responsible for Municipal Health Services core functions including monitoring of water quality, food control, waste management, venter control, disposal of the dead, prevention of communicate diseases excluding immunization and health surveillance of premises • Enforce all Municipal health services legislation including by-laws and policies of the Municipality • Attend and investigate all Municipal health services related complaints received and provide solutions accordingly • Monitor indicators, collect and analyze environmental health data and provide reports to management • Perform any other duties as delegated by your supervisor or someone with authority.

INFRASTRUCTURE SERVICES DEPARTMENT

INSTITUTIONAL AND SOCIAL DEVELOPMENT OFFICER

• **Salary Grade: (T11) R364 377.00 - R473 005.44 p.a. (Plus applicable benefits)** • **Ref No: INF A 5/5/4/2/1**

Job requirements: • A Grade 12/Matric • A National Diploma (NQF Level 6) in Social Science, Development Studies or relevant qualification • 2 - 3 years' experience in Social Development • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence • Willing to work extensive hours and travelling throughout the district.

Key performance areas: • Discuss and prioritize programmed actions for specific participatory and development initiatives, verify resource allocations and execution procedures • Check and comment on the adequacy of budgetary provisions to support social upliftment and development plans and programmes and/or monitoring expenditure and payment to service providers • Compile reports contain qualitative and quantitative information on the status of specific deliverables and/or planned courses of action to support objectives, accomplish reporting deadlines and, secure funding for programmes and/or relief initiatives • Interpret community priorities and requirements against plans and programmes and analysing alignment options • Receive feedback with respect to programme deliverables and resolving or forwarding queries/concerns for attention • Encourage the formation of Forums and Committees to promote engagement and discussion on community priorities and concerns • Interpret community priorities and requirements against plans and programmes and analyse alignment options • Receive feedback in respect of programme deliverables and resolve or forward queries/concerns for attention.

CORPORATE SERVICES DEPARTMENT

PRINCIPAL CLERK (HUMAN RESOURCES)

• **Salary Grade: (T7) 216 245.92 - 280 718.85 p.a. (Plus applicable benefits)** • **Ref No: COP A/5/5/4/2/1**

Job requirements: • A Grade 12/Matric Certificate • A National Diploma (NQF Level 6) in Human Resources/Public Administration or related field • 6 -12 months' experience in Human Resources and administration field • Computer literacy in Microsoft Software packages.

Key performance areas: • Create, maintain, and update employee personnel files • Ensure employee information is accurate, complete, and confidential • Archive and retrieve personnel records when required • Maintain electronic and manual filing systems • Assist with recruitment, appointments, transfers, promotions, and terminations • Process leave, attendance, and other personnel administration • Assist with the induction of new employees • Capture payroll-related information.

BUDGET AND TREASURY OFFICE

FINANCIAL INTERNSHIP (5 POSTS) DURATION: 36 MONTHS

• **Salary/Stipend: R120 000.00 p.a. (Total cost to employer)** • **Ref No: BT FI 5/5/4/2/1**

The Council of the Harry Gwala District Municipality has established five contract positions geared towards capacitating young graduates for a career in local government finance.

The budget and Treasury Office offers graduates an opportunity to acquire valuable work experience in the following fields. The candidate must be between the age of 21 & 35.

Job requirements: • A Grade 12/Matric • The candidate should hold as a minimum a three- year Bachelor's degree or National Diploma, in Accounting, Economics, Financial Management, Risk Management, Auditing or relevant qualification • Unemployed graduates who have not been previously employed under any internship programme and or organization/institution • Proof that you reside in Harry Gwala District area • Computer literacy in Microsoft Software packages.

Key performance areas: • Perform specific tasks associated with the processing of information pertaining to debtors, creditors, income, expenditure, assets, budget and reporting • Obey all policies and procedures of the municipality in respect of work process, ethics and ethos, among others • Internal Audit and Risk Management functions • Supply Chain Management processes • Compile the necessary documentation required to monitor learning progress • To be trained and be exposed in all Budget and Treasury related functional areas.

Enquiries should be directed to: Human Resources Unit, on tel: (039) 834 8756/5504/8752. **No faxed applications will be accepted.**

Applications must be submitted with a signed **Application Form** which can be found on our website: www.harrygwalamunicipality.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document and driver's license must be addressed to: **The Municipal Manager for Attention: Mrs T.T. Thiyanne-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered/courier to: 40 Main Street, Ixopo, 3276, or e-mailed to: recruitment@harrygwalamunicipality.gov.za to reach us no later than 15h00, 21 AUGUST 2026.**

NB: When applications are being submitted via email address provided, applicants are requested to insert the post title on the subject line. Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy. The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

Personal information will be processed in accordance with POPIA and used only for recruitment purposes.

MR G.M. SINEKE: MUNICIPAL MANAGER