



# HARRY GWALA DISTRICT MUNICIPALITY

## INFRASTRUCTURE SERVICES DEPARTMENT

### EXPANDED PUBLIC WORKS PROGRAMME: REVENUE ASSISTANTS (25 POSTS)

• Salary: R145 daily wage • Duration: 12 Months only  
REF NO: EPWP 5/5/6/2/3

**Job requirements:** • Must be unemployed • Must have Matric (Grade 12) • Must be Computer literate • Strictly reside within the Harry Gwala District and specific Ward and/or neighboring Wards • Preference will be given to those applicants that have never taken part in the Programme before • Must be between the ages of 18 - 35 years of age • Unemployed youth, women and people with disabilities are encouraged to apply.

**Key performance areas:** • Statement sorting and delivering • Updating of consumer information on SOLAR System and Indigent register • Physical verification of properties • Filling • Meter reading • Smart meter reading.

PARTICIPANTS WILL BE PLACED AT THE FOLLOWING MUNICIPAL SATELLITES:

SATELLITE OFFICE	NUMBER OF PARTICIPANTS
Kokstad	13
UMzimkhulu	4
Ixopo Main Office	4
Underberg	4

### EXPANDED PUBLIC WORKS PROGRAMME: DISASTER MANAGEMENT ASSISTANTS (06 POSTS)

• Salary: R145 daily wage • Duration: 12 Months only  
REF NO: EPWP 5/5/6/2/2

**Job requirements:** • Must be unemployed • Must have Matric (Grade 12) • Must be fit and able to work under hazardous conditions • Strictly reside within the Harry Gwala District and specific Ward and/or neighboring Wards • Preference will be given to those applicants that have never taken part in the Programme before • Must be between the ages of 18 - 35 years of age • Unemployed youth, women and people with disabilities are encouraged to apply.

**Key performance areas:** • Assist the Disaster Management unit with conducting damage assessments, risk assessments, removal of alien plants, conduct educational awarenesses and clearing of storm water drains • Assist in the distribution of fire beaters and knap sacks to Traditional authority areas in preparation for the fire season in collaboration with the Working on Fire Programme • Attend OSS War rooms in Wards within the District.

PARTICIPANTS WILL BE PLACED AT THE FOLLOWING MUNICIPAL SATELLITES:

SATELLITE OFFICE	NUMBER OF PARTICIPANTS
UMzimkhulu	4
Ixopo Disaster Centre	2

### EXPANDED PUBLIC WORKS PROGRAMME: ASSISTANT ARTISANS (07 POSTS)

• Salary: R145 daily wage • Duration: 12 Months only  
REF NO: EPWP 5/5/6/2/1

**Job requirements:** • Must be unemployed • Must have Matric (Grade 12) • Experience in the relevant field will be an added advantage • Strictly reside within the Harry Gwala District and specific ward and/or neighboring Wards • Preference will be given to those applicants that have never taken part in the Programme before • Must be between the ages of 18 - 35 years of age • Unemployed youth, women and people with disabilities are encouraged to apply.

**Key performance areas**

#### EPWP - ASSISTANT ARTISAN BUILDING

Move equipment in the workplace as and when required. Keep the working environment clean. Mix concrete as and when required under supervision of the builder.

#### EPWP - ASSISTANT ARTISAN PLUMBER

Assist Plumber with installation and repairs of plumbing systems at workplace. Under supervision of plumber, helps with the installation of pipes, unclog toilets, adjust water pressure and plumbing related work.

#### EPWP - ASSISTANT ARTISAN ELECTRICAL

**Duties:** Assists the artisan electrical with disassembling, inspecting, cleaning, repairing, testing, electromechanical devices, controls, switches, and other electrical equipment and components.

PARTICIPANTS WILL BE PLACED AT THE FOLLOWING MUNICIPAL SATELLITES:

SATELLITE OFFICE	NUMBER OF PARTICIPANTS	SPECIALIZATION
Ixopo Main Office	2	2
	2	2
	2	2
	1	2

### EXPANDED PUBLIC WORKS PROGRAMME: OFFICE ATTENDANTS (51 POSTS)

• Salary: R145 daily wage • Duration: 12 Months only  
REF NO: EPWP 5/5/6/2/4

**Job requirements:** • Must be unemployed • Strictly reside within the Harry Gwala District and specific ward and/or neighboring Wards • Preference will be given to those applicants that have never taken part in the Programme before • Must be under the age of 65 years • Unemployed youth, women and people with disabilities are encouraged to apply.

**Key performance areas:** • Performing general work like cleaning offices, boardrooms, toilets, washing, cleaning parking areas and premises • Responsible for emptying bins • Vacuum carpeted areas and furniture • Gardening and grass cutting as well as disposal of garden refuse to offsite dumping areas • Removal of weeds and maintaining the garden • Assisting registry during disposal of duplicates with lifting boxes to municipal vehicles

PARTICIPANTS WILL BE PLACED AT THE FOLLOWING MUNICIPAL SATELLITES:

KOKSTAD SATELLITE OFFICE	NUMBER OF PARTICIPANTS
Kokstad Office (Females)	2
Kokstad Water Works (Females)	1
Kokstad Water Works (Males)	3
UMZIMKHULU SATELLITE OFFICE	NUMBER OF PARTICIPANTS
UMzimkhulu (Females)	3
UMzimkhulu (Males)	2
IXOPO MUNICIPAL PREMISES	NUMBER OF PARTICIPANTS
Ixopo Main office (Females)	8
Main office gardening (Males)	3
Main office Car wash (Males)	3
Disaster Centre (Females)	2
Umgeni Farm (Females)	4
Umgeni Farm (Males)	4
Harry Gwala Development Agency (Females)	5
(Males )	3
DR NKOSAZANA DLAMINI-ZUMA SATELLITE OFFICE	NUMBER OF PARTICIPANTS
Underberg (Females)	3
Underberg (Males )	2

### EXPANDED PUBLIC WORKS PROGRAMME: COMMUNICATIONS ASSISTANTS (02 POSTS)

• Salary: R145 daily wage • Duration: 12 Months only  
REF NO: 5/5/4/6/2/6

**Job requirements:** • Must be unemployed • Must have Matric (Grade 12) and Relevant qualification • Strictly reside within the Harry Gwala District and specific ward and/or neighboring Wards • Preference will be given to those applicants that have never taken part in the Programme before • Must be between the ages of 18 - 35 years of age • Unemployed youth, women and people with disabilities are encouraged to apply.

**Key performance areas:** Videography and Photography: Responsible for shooting and editing photos and videos.

Ability to use photoshop.

**Graphic Designing:** Responsible for designing adverts, posters, infographics and post on social media.

PARTICIPANTS WILL BE PLACED AT THE FOLLOWING MUNICIPAL SATELLITES:

SATELLITE OFFICE	NUMBER OF PARTICIPANTS	SPECIALIZATION
?	1	Videography and Photography
?	1	Graphic Designing

FOR ALL THE POSITIONS MENTIONED:

**Applications must include the following documents:** • Curriculum Vitae • Certified copy of Identity Document • Certified Matric Certificate and/or relevant qualifications • Confirmation letter from ward Councillor confirming residency and indigence • Application letter with reference stated clearly.

Applications must be hand delivered to **Harry Gwala District Municipality, Infrastructure Services Department at 40 Main Street, IXOPO, 3276, to reach us no later than 15h00, 14 June 2024.**

**Enquiries should be directed to:** The Municipal Works Unit, on tel: (039) 834 8704/0842/8787/8731.

**NO FAXED, POSTED, OR E-MAILED APPLICATIONS WILL BE ACCEPTED.**

**MR G.M. SINEKE: MUNICIPAL MANAGER**