



HARRY GWALA DISTRICT MUNICIPALITY

INFRASTRUCTURE SERVICES DEPARTMENT

COMMUNICATIONS ASSISTANTS (2 POSTS)

EXPANDED PUBLIC WORKS PROGRAMME: COMMUNICATIONS

Salary: R2 900.00 p.m. • Duration: 11 Months Only

• REF NO: EPWP CA25/05/7/6

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.

GENERAL ASSISTANTS (43 POSTS)

EXPANDED PUBLIC WORKS PROGRAMME

Salary: R2 320.00 p.m. • Duration: 11 Months Only

• REF NO: EPWP GA25/05/7/3

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 60 years • Unemployed youth, women and people with disabilities are encouraged to apply.

Key performance areas: • Perform 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 • Assist registry during disposal of duplicates with lifting boxes to municipal vehicles.

PARTICIPANTS WILL BE PLACED AT THE FOLLOWING MUNICIPAL PREMISES:

KOKSTAD SATELLITE OFFICE	NUMBER OF PARTICIPANTS	
	Females	Males
Kokstad Office	1	-
Kokstad Water Works	2	4

UMZIMKHULU SATELLITE OFFICE	NUMBER OF PARTICIPANTS	
	Females	Males
UMzimkhulu office	1	1
UMzimkhulu Water Treatment works	1	2
Mnqumeni WTW	1	2
Skoonplass WTW	1	1

IXOPO MUNICIPAL PREMISES	NUMBER OF PARTICIPANTS	
	Females	Males
Ixopo Main office cleaning	6	-
Main office gardening	-	2
Main office Car wash	-	2
Disaster Centre	1	2
Umgeni Farm	4	4

DR NKOSAZANA DLAMINI ZUMA SATELLITE OFFICE	NUMBER OF PARTICIPANTS	
	Females	Males
Underberg Office	1	4

FOR ALL OF THE ABOVE:

Applications must include the following documents: • Curriculum Vitae • Certified copy of Identity document • Certified Matric Certificate and relevant qualifications • Confirmation letter from ward Councilor confirming residency and indigence • EPWP application form, with reference stated clearly

Applications without the listed documents will not be considered.

Enquiries should be directed to: The Municipal Works Unit on tel: (039) 834 8704/0842/8787/8731. **No faxed, posted, or emailed applications will be accepted.**

Further correspondence will be confined to the appointed candidates. If you have not been contacted within one month of the closing date of the advertisement, please accept that your application has been unsuccessful.

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, 20 JUNE 2025.**

MR G.M. SINEKE: MUNICIPAL MANAGER

INFRASTRUCTURE SERVICES DEPARTMENT

DISASTER MANAGEMENT ASSISTANTS (9 POSTS)

EXPANDED PUBLIC WORKS PROGRAMME: DISASTER MANAGEMENT

• UMZIMKHULU SATELLITE (4 POSTS)

• IXOPO DISASTER CENTRE (3 POSTS)

• UNDERBERG SATELLITE OFFICE (2 POSTS)

Salary: R2 900.00 p.m. • Duration: 11 Months Only

• REF NO: EPWP DV25/05/7/4

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.

REVENUE ASSISTANTS (21 POSTS)

EXPANDED PUBLIC WORKS PROGRAMME

Salary: R2 900.00 p.m. • Duration: 11 Months Only

• REF NO: EPWP RA25/05/7/5

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 • Update 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 PREMISES:

SATELLITE OFFICE	UNIT	NUMBER OF PARTICIPANTS
Kokstad	Indigent and Data Cleansing	6
	Meter Management and Billing	6
	Credit Control	1
uMzimkhulu	Indigent and Data Cleansing	2
Ixopo Main Office	Indigent and Data Cleansing	2
Underberg	Indigent and Data Cleansing	4

ARTISAN ASSISTANTS (5 POSTS)

EXPANDED PUBLIC WORKS PROGRAMME

Salary: R2 900.00 p.m. • Duration: 11 Months Only

• REF NO: EPWP AA25/05/7/2

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, lay bricks, carry heavy building material.

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: 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 PREMISES:

SATELLITE OFFICE	NUMBER OF PARTICIPANTS	SPECIALIZATION
Ixopo Main Office	2	Building
	1	Electrical
	2	Plumbing