



HARRY GWALA DEVELOPMENT AGENCY PTY LTD

The Harry Gwala Development Agency (Pty) Ltd (HGDA) calls for applications for the following positions to be engaged on a permanent basis.

MANAGER: STRATEGIC SUPPORT

BASIC SALARY PER ANNUM R773 168.51 PLUS FRINGE BENEFITS

Requirements: • A Grade 12 • A Bachelor's Degree in Public Administration, Public Management, Governance or related field (NQF Level 7) • A postgraduate qualification will be an added advantage • Minimum of 3–5 years' relevant experience, with at least 3 years within local government or a public sector environment • Sound knowledge and understanding of MFMA, MSA, and governance frameworks (King IV) • Knowledge and experience in strategic planning, SDBIP development, performance management systems, and KPI development • Understanding of Technical Indicator Descriptors (TIDs) and performance reporting requirements • Experience in Board and Committee coordination and governance reporting • Strong understanding of government protocols and stakeholder management • Excellent report writing, analytical and presentation skills • Computer literacy (MS Word, Excel, PowerPoint) • A valid driver's licence.

Key performance areas: • Direct and oversee the development, implementation, monitoring and review of the Strategic Plan, Annual Performance Plan (APP), Service Delivery and Budget Implementation Plan (SDBIP) and related strategic frameworks • Provide strategic leadership in the establishment, review and quality assurance of organisational Key Performance Indicators (KPIs), Technical Indicator Descriptors (TIDs) and performance management systems. • Lead organisational performance management processes and ensure alignment between strategic planning, budgeting, operational implementation and organisational reporting • Exercise accountability for the integrity, accuracy and submission of organisational performance reports to governance structures and relevant oversight authorities • Provide strategic oversight of corporate governance, regulatory compliance and institutional accountability frameworks to ensure adherence to legislative and statutory requirements • Lead governance support services to the Board and Committees and ensure effective implementation of governance decisions, resolutions and action plans • Direct the monitoring and implementation of audit recommendations, compliance interventions, risk mitigation strategies and organisational improvement initiatives. • Provide strategic advice and support to the Chief Executive Officer on organisational performance, governance, compliance and institutional effectiveness matters • Drive the implementation of executive directives, Board resolutions and strategic organisational priorities • Lead institutional reporting and organisational oversight processes to support informed decision-making and organisational accountability • Manage and control human, financial and operational resources within the functional area to ensure efficient and effective service delivery • Develop, implement and monitor policies, systems and procedures that strengthen organisational performance, governance and operational effectiveness.

COMMUNICATIONS OFFICER

BASIC SALARY PER ANNUM R358 835.92 PLUS FRINGE BENEFITS

Requirements: • A Grade 12 • A National Diploma in Communications, Public Relations, Journalism, Marketing, Media Studies or related field (NQF Level 7) • Minimum of 2–3 years' relevant experience in communications, public relations or stakeholder engagement, preferably within local government, a municipal entity or public sector environment • Knowledge and understanding of government communication systems, municipal processes and stakeholder engagement protocols • Experience in media liaison, content development, branding, digital communication and event coordination • Excellent writing, communication, organisational and presentation skills • Computer literacy in MS Office packages and digital media platforms • A valid driver's licence.

Key performance areas: • Implement internal and external communication programmes and initiatives in support of organisational objectives • Prepare and distribute press releases, public notices, media statements and stakeholder communication material • Maintain the Agency's corporate identity and branding standards across communication and marketing materials • Develop communication and marketing content for print, electronic and digital platforms • Update and maintain the Agency's website, social media platforms and other communication channels • Prepare newsletters, speeches, presentations, reports, publications and other communication products • Organise organisational events, awareness campaigns, exhibitions and stakeholder engagement activities • Support communication and information sharing between the Agency, communities, stakeholders, partners and the public • Monitor media coverage and compile reports on communication trends and public perceptions • Provide communication support to Management, Board Committees and governance structures as required • Promote a positive image of the Agency through effective communication and stakeholder engagement activities • Ensure adherence to communication policies, protocols, procedures and corporate identity standards • Maintain records and information relating to communication activities and stakeholder engagements • Utilise resources allocated to the communication function in an effective and economical manner.

GENERAL ASSISTANT: CLEANER

BASIC SALARY PER ANNUM R133 447.82 PLUS FRINGE BENEFITS

Requirements: • A Grade 12, minimum one (1) year previous cleaning experience in an office environment (advantage) • Basic understanding of hygiene and safety standards • Ability to read and follow instructions • Physically fit and able to perform manual tasks.

Key performance areas: • Clean and maintain offices, boardrooms, reception areas, corridors, and other designated areas to ensure a clean and hygienic working environment • Clean and sanitise ablution facilities in accordance with health and safety standards. • Collect and dispose of refuse in designated disposal areas in line with hygiene and environmental requirements • Clean and maintain kitchen, canteen, and refreshment areas, always ensuring cleanliness and order • Wash and store utensils, crockery, teacups, and other kitchen equipment • Monitor cleanliness standards and report any maintenance issues, defects, or faults requiring attention • Replenish cleaning materials and consumables as required • Perform any other duties related to the position as may be assigned by the Supervisor or Management from time to time.

Enquiries must be directed to: The Office of the Corporate Services Department: Attention Ms. B Bomela 078 127 8622 (For enquires only).

Signed Letter of application, detailed curriculum vitae, identity document and driver's license and certified copies of educational qualifications, must be hand delivered to **HGDA Offices, Farmers Market, Ixopo 3276 or alternatively e-mailed to recruitment@hgda.co.za**. Please note that only hand delivered applications and received via the email will be considered. Faxed or late applications will not be accepted.

CLOSING DATE: 24 JULY 2026 AT 15H00.

The Agency will only communicate with shortlisted candidates. Should you not be contacted within three (3) months of closure, please accept your application as unsuccessful.

NB: Lobbying for appointment will lead to immediate disqualification. National Equity Principles are applied, and we encourage disabled persons to apply. The Agency reserves the right not to make an appointment.

MR Q. MNGUNI: CHIEF EXECUTIVE OFFICER

NOTICE NO: 01- 2026/27