



HARRY GWALA DEVELOPMENT AGENCY (HGDA)

Harry Gwala Farmers Market, Erf 2226

Portion 27 of the Farm Ellerton, IXOPO 3276

Email: cfo@hgda.co.za

Website: www.hgda.co.za

In compliance with the approved Recruitment and Selection Policy, the Harry Gwala Development Agency (Pty) Ltd (HGDA) calls for applications from suitably qualified incumbents for the following position to be engaged on a five (5) year contract.

INTERNAL AUDIT OFFICER

Total remuneration package per annum R346 152.12 P.A. (all-inclusive CTC)

JOB REQUIREMENTS: Grade 12 • National Diploma or B Comm in Internal Auditing, Financial Accounting, Accounting or equivalent • Two (2) – Three (3) years' experience in Internal Auditing preferable in the Local Government • computer literacy • interpersonal, communication and financial management skills • Report writing skills • High level of responsibility and the ability to pay attention to detail •

KEY PERFORMANCE AREAS:

Documenting all relevant systems, procedures, operations, transactions, flows and activities identified by the audit plan. Plan own activities and assist with risk analysis • Identify and analyze inherent risks to systems and processes • Perform process analysis and detailed testing of transactions • Ensure compliance with acceptable audit standards, working papers and pre-set plans • Review the internal control and operational risk system • Recommending appropriate controls: propose the most suitable controls, align with organizational policies and procedures, in cases where controls are lacking • Audit testing: conduct through testing of specified processes to assess the design and operational effectiveness of controls • Reporting on weaknesses on the systems on internal controls and make recommendations. Perform any other duties that may be assigned by the relevant authority.

HUMAN RESOURCES OFFICER

Total remuneration package per annum R346 152.12 P.A. (all-inclusive CTC)

JOB REQUIREMENTS:

Grade 12 (Matric); • National Diploma or Degree in Human Resources Management or relevant qualification; • Two (2) – Three (3) years' experience in Human Resources and records management; Computer literacy in MS Office (Word, Excel, Outlook, etc.), • Proficiency in SAGE VIP HR and Payroll will be an added; • Valid driver's license; • Ability to work under pressure with good planning and time management skills; • High attention to detail and willingness to work outside normal working hours when required.

KEY PERFORMANCE AREAS:

Assist in maintaining a credible individual Performance Management System • Ensure HR and payroll processes comply with legislative requirements; • Assist in developing and reviewing HR policies, procedures, systems, and internal controls • Support employer-employee relations, including health and safety, training and development, recruitment and selection fleet and facility management; • Apply knowledge of conditions of service and assist with statutory HR reporting • Prepare and process payroll-related financial documentation, and maintain databases and filing systems • Verify all documentation for accuracy and completeness • Compile monthly and quarterly HR and payroll

statistics and reports • Assist with inventory control and report maintenance needs; Support the management of disciplinary and grievances issues • Assist in the Job Evaluation processes; Perform general HR and administrative duties as assigned.

TOURISM OFFICER

Total Remuneration: R346 152.12 P. A All-Inclusive CTC

JOB REQUIREMENTS:

- Grade 12, National Diploma or bachelor's degree in Tourism Management or equivalent.
- A minimum of Two (2) – Three (3) years of relevant experience in tourism development and stakeholder engagement.
- A valid code B driver's license
- Strong communication and interpersonal skills, research and analytical abilities, problem-solving capability, and public speaking.
- Experience in customer service and proficiency in Computer Applications.

KEY PERFORMANCE AREAS:

Facilitate the development and implementation of tourism related strategies including marketing plan to attract domestic and international visitors. Coordinate the identification of and implementation of Tourism Product Development in the Region. Identify and facilitate packaging of specific niche products/ market and tourism routes. Identify and facilitate collaboration with local stakeholders, businesses, and community organizations to promote tourism and destination marketing. Conduct research and analysis to identify tourism trends and opportunities for growth. Facilitate the participation in the trade and exhibition Show to showcase and market the products and services the destination has on offer. Organize and coordinate tourism events and activities to enhance the region's visibility. Monitor and evaluate the effectiveness of tourism programmes and initiatives. Prepare reports and presentations for management and stakeholders. Analyze tourism trends to inform budgeting, planning, and program development. • Recommend and execute service delivery initiatives that address public needs and support tourism growth.

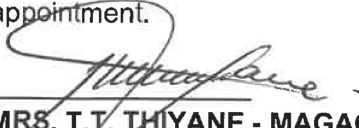
Applications must submit a letter of application, recent CV, copies of Qualification, copy of ID and driver's license together with proof of residence as preference will be given to persons residing in Harry Gwala District. Applications must be hand delivered to HGDA Offices, Farmers Market, Ixopo 3276 or alternatively emailed to recruitment@hgda.co.za. Please note that applications received via email will be considered. Faxed or late applications will not be accepted.

Enquiries must be directed to: Corporate Services Department, attention to: Mr. W. Zwane on 071 390 2328 (for enquiries only).

Closing date: **15h00 on Thursday, 12 June 2025.**

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.


MRS. T.T. THIYANE - MAGAQA
ACTING CHIEF EXECUTIVE OFFICER
HGDA – Notice INSERT