**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**CS66/2016**

The following vacancies exist in the departments as mentioned hereunder :-

**2. DEPARTMENT : COMMUNITY SERVICES (ARTS, CULTURE AND AMENITIES)**

1. **SUPERINTENDENT : HALLS : POST ID : COMM2300**

Remuneration : R207 158,50 per annum

Qualifications : NQF Level 5 (Higher Certificate and Advanced National (vocational) Certificate. Driver’s license (Code EB). Computer Literate. Qualification in Construction/Building. Proven knowledge in construction/building. 3 – 5 Years relevant experience in the environment and a supervisory capacity.

Additional Requirements : Communication in two official languages (English and IsiZulu or Afrikaans).

Duties : Assist with the compilation/control/implementation of operational and capital budgets for the halls and motivate over-expenditure. Provide input with regard to mid-year review budget. Co-ordinate and manage capital projects. Compile statistics and reports i.e. SDBIP’s, Capital Status and Risk Assessment for the halls. Monitor and control expenditures of operations and implement cost saving measures. Compile an overtime roster and obtain pre-approvals for overtime. Authorize overtime worked. Compiling a maintenance plan for all halls every year. Compiling specifications for hall maintenance. Attending site meetings/visits. Undertaking weekly building inspections. Providing guidance to staff and administrative issues and operation matters. Resolving conflicts. Supervising and controlling of sub-ordinate staff.

1. **MESSENGER/DRIVER : POST ID : COMM2506**

Remuneration : R145 150,58 per annum

Qualifications : NQF Level 4 (Grade 12). Driver’s license – Code 08. PRDP Professional driving permit. Literacy and numerical skills. Must have held his/her driver’s license continuously for at least 5 years, with at least 1 year proven experience as a driver. Will also be responsible to transport staff of the Directorate : Arts, Culture and Amenities.

Additional Requirements : Basic knowledge of the mechanical functions of a vehicle will be an added advantage. Physical fit as the job entails carrying and lifting of high volumes of books, boxes and equipment. Can be expected to work after hours and occasionally on public holidays and weekends when required.

Duties : Performing messenger/driver duties for the Director : Arts, Culture and Amenities. Circulating/collecting mail, internal correspondences, files to and from various departments. Receiving verbal/written instructions on specific circulation and/or collection requirements and visiting departments using allocated mode of transport or walking to specific nearby locations. Recording delivery of items. Transporting relevant personnel to and from official meetings, seminars, workshops, programmes, etc. Providing assistance with the dispatching of books and collection of library material. Cleaning vehicles and checking for essentials such as gas, oil, water, tyre pressure, etc. Loading of books/items. Assisting with general duties in respect of library services.

**Detailed CV’s can be forwarded to Ms T H Sithole at the Directorate : Human Resources, Tower Block, 5th floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Director : Arts, Culture and Amenities, Mrs P Niemand at 034 – 328 7761.**

* Council will pay relocation expenses subject to the rules applicable to Council.
* Canvassing for appointment will automatically disqualify an applicant.
* If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
* The Directorate : Human Resources will not take responsibility for information not mentioned in applications.
* **NO** late applications will be accepted.
* **NO** e-mails or faxes will be accepted.
* The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be given.
* All applicants may be required to undergo a proficiency test.
* **NO** applications shall be considered without certified copies of the original documents of qualifications.
* The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representativity through the process of affirmative action.
* Reference checks will be done.
* Applicants must have no criminal record or pending criminal/departmental or civil cases.
* Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
* Foreign qualifications accredited by the South African Qualification Authority only will be considered.
* **SHOULD** the candidate be successful in the interviews and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE : 2 DECEMBER 2016**