**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**CS66/2016**

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

**1. DEPARTMENT : DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS (HUMAN SETTLEMENTS)**

1. **ADMINISTRATION OFFICER : REAL ESTATE : POST ID : DPHS92**

Remuneration : R244 550,70 per annum

Qualifications : NQF Level 6 qualification in Bachelor of Administration. Incumbent must be fully bilingual (IsiZulu and English or Afrikaans). Must be computer literate. Must have a valid driver’s license. Relevant administrative experience of 2 – 3 years in Real Estates.

Additional Requirements : The incumbent must have the capacity to understand basic land policies and interpret them accordingly in order to assist the public with relevant activities.

Duties : Co-ordinate and facilitates the provision of an administration support service to the Real Estate section functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance information with regards to Real Estate activities. Handling the sale of Council land by receiving applications and submitting them to the Director : Human Settlements and Executive Committee to facilitate the process of selling Council’s land. Handling administrative enquiries with regards to negotiations on behalf of Council to purchase land for development and infrastructure purposes, and provide responses to the public on land acquisition issues. Requesting for the registration of servitudes, sub-division of land required for utilization for Council purposes. Handling applications for the lease of the land, purchase of the road parking reservations and zonings. Handling and concluding cession agreements by receiving applications for change of ownership and arranging for registration of property in question. Handling the administrative process of registering notarial servitudes and long term leases to the Executive Committee and Council. Compiling reports to the public or other departments regarding decisions made by the Real Estate section. Writing letters, notices, memorandums, notices and reports to the public, attorneys, surveyors, local government department offices to communicate activities of functionality.

1. **ADMINISTRATION OFFICER : POST ID : DPHS100**

Remuneration : R244 550,70 per annum

Qualifications : NQF Level 6 qualification in Bachelor of Administration. Incumbent must be fully bilingual (IsiZulu and English or Afrikaans). Must be computer literate. Must have a valid driver’s license. Relevant administrative experience of 2 – 3 years.

Additional Requirements : The incumbent must have the capacity and good knowledge of record management. Must be able to utilize scanning equipment for the filing of electronic documentation. Report writing skills are required.

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Duties : Co-ordinating the implementation of procedures, systems and controls related to the receiving, updating and recording of transactional / operational information and activities associated with the functionality. Attending to the approval of requisition orders and/or controlling claims and related departmental issues (petty cash, etc). Co-ordinating end-user requirements and responsibility levels in conjunction with specialist departments with regards to the department’s information management systems and applications. Maintaining registers and records associated with the department’s staff establishment, movable and immovable assets and specific equipment. Collating information and/or conducting investigations to establish facts for inclusion into responses to internal/external communications (e-mails, letters). Maintaining information on the accounts database and monitoring/receiving operating expenditure within the department and other sections with a view to identifying, investigating and notifying the section head of variances and outcomes. Interacting with Administration Officers located in other departments with a view to consolidating, referring and responding to specific problems or clarifying procedural interpretation and understanding. In order to ensure a customer service functionality that capably supports the departments service delivery objectives through the provision of accurate and up to date information which enables complaints/queries to be attended to within the specified turnaround time. In order to ensure personnel are capable of interpreting requirements and applying administrative procedures.

1. **HOUSING SUBSIDY SYSTEMS CLERK : POST ID : DPHS116**

Remuneration : R145 150,58 per annum

Qualifications : Grade 12. NQF Level 4 qualification in Administration. Incumbent must be fully bilingual (IsiZulu and English). Must be computer literate. Must have a valid driver’s license. Relevant administrative experience of 2 years in the Housing department.

Additional Requirements : The incumbent must be able to interpret the Housing Policy and must have the ability to understand Housing Development and its associated economics. The incumbent may be required from time to time to refer to legislation and therefore need some knowledge on land administration issues. Must be able to use scanning equipment. Basic reporting skills are required.

Duties : Assisting in the implementation of procedures, systems and controls related to the completion and processing of death notification forms for the appointment of heirs to deceased residents estate and forwarding to magistrate for authorization. Attending to maintenance requests on Council properties. Maintaining registers and records associated with housing occupancy, rental applications, deed of grants. Collecting information and/or conducting investigations to establish facts for inclusion into responses to internal/external communications for example emails and letters. Maintaining an accurate filing system of all records pertaining to the rental and housing applications, deed of grants, housing ownership and occupancy. Assist with capturing of application forms for low income housing for the various housing projects. Establishing the nature of urgency of the query/complaint and referring to the appropriate person for resolution. Liaising with lawyers, conveyancers, employees and the department of social welfare and provide written or verbal confirmation of ownership of properties. Ensuring that deed of grants are issued to house owners as soon as they are processed in order to ensure adequate support is made available to the department and that laid down instructions/guidelines are complied with.

**Detailed CV’s can be forwarded to Ms T H Sithole at the Directorate : Human Resources, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Director : Housing and Land, Mr M O Shozi at 034 – 328 8608.**

* 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**