

**NEWCASTLE MUNICIPALITY  
VACANCIES  
CS46/2017**

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

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

**(a) SENIOR REAL ESTATE OFFICER : POST ID : DPHS95**

- Remuneration : R348 977,87 per annum
- Qualifications : National Diploma (NQF Level 6) in Real Estate or Property Management. Valid driver's license. 4 Years relevant experience specifically in Property Valuations and Management. Must be physically fit to work outdoors.
- Responsibilities : Analyse property market for market value determination. Identify property defects for maintenance purposes. Inspect and collect property data for valuation purposes. Well versed in property transfer and conveyancing matters. Prepare valuation report and Council report for property decision. Assist with lease agreement preparation and conclusion. Co-ordinates and facilitates rental by assisting the manager with lease agreements in the Municipality aligning to the Council's IDP. Contribute towards the achievement of service delivery objectives. Must be able to interpret the Land Disposal Policy and the Open Framework Policy. Ensures that the municipality complies with statutory requirements in its activities involving real estates. In order to ensure administrative procedures dictating reporting requirements with respect to the functions / activities of the estate functionality are complied with. To ensure that the departments activities pertaining to land affairs are aligned to the provincial land strategy. Conduct property market research and capture property related data.

**(b) SENIOR ADMINISTRATION OFFICER : BENEFICIARY AND CONSUMER EDUCATION : POST ID : DPHS114**

- Remuneration : R309 962,99 per annum
- Qualifications : 3 Year National Diploma : Public Administration or equivalent qualification. Valid driver's license. 3 Years' experience in housing administration. Must be physically fit to work outdoors.
- Responsibilities : Assist the Manager : Rural Settlement Development with all housing administration issues and objectives including beneficiary administration in accordance with all legislation governing Human Settlements, including the National Housing Code. Support and provide professional guidance with respect to the key performance areas of the Housing administration section through :- Responsible for management and control of beneficiary administration within the Newcastle Area. Attend to enquiries and solve problems pertaining to housing beneficiary administration. Responsible to co-ordinate and control of beneficiary and proper management of approved beneficiary lists for various projects within the Newcastle Area. Attend meetings on behalf of the Manager : Urban and Rural Housing Development. Responsible for social economic surveys on all housing projects and the verification of legitimate beneficiaries. Submit reports to the Department of Human Settlements on missing beneficiaries as well as on

the progress of approved beneficiaries. Management of Housing Subsidy System (HSS) and ensuring that both the software and hardware is in a good condition for proper management of HSS. Give direction and advice on new HSS technology in order to enhance beneficiary administration within the municipal area. Communication with external departments / agencies on issues pertaining to housing with a view to align the development infrastructural works within the public realm. Assist in the control and filling of the National Housing Needs Register for all the residents in the Newcastle Municipality. Supervision of Staff members in this section.

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

- 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 supplied.
- 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 : 13 OCTOBER 2017**