



TO : **Municipal Manager**
SED : Development Planning & Human Settlements
SED : Budget and Treasury Office
Acting SED : Technical Services
Acting SED : Corporate Services
Acting SED : Community Services

FROM : **Director : Human Resources**

REF NO : **HR 5/3/2/1**

ENQUIRIES : **T H Sithole**

DATE : **6 February 2018**

INTERNAL MEMORANDUM

HR CIRCULAR NO. 10/2018 : ADVERTISEMENT OF VACANCIES

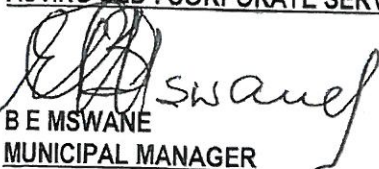
Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.


T.M. MJILO
DIRECTOR : HUMAN RESOURCES


N VINKHUMBO
ACTING SED : CORPORATE SERVICES


B E MSWANE
MUNICIPAL MANAGER

NEWCASTLE MUNICIPALITY VACANCIES

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

SED : CORPORATE SERVICES	
Reference Number	Post ID : CORP1
Occupational Category	Senior Management
Annual Remuneration Package	R1 035 906,00 – Middle Notch R1 233 222,00 – Maximum Notch R1 430 538,00 (Annual total remuneration package). In accordance with Government Notice 381 of Local Government Gazette 40118 of 4 July 2016.
Terms of Appointment	Five (5) years fixed term performance based contract.
Years of Experience	5 Years' relevant experience at middle management level and have proven successful management experience in administration.
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor Degree in Public Administration / Management Sciences / Law or equivalent. • Code EB driver's license • Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.
Knowledge	<ul style="list-style-type: none"> • Good knowledge and understanding of relevant policy and legislation. • Good knowledge and understanding of institutional governance systems and performance management. • Good knowledge of corporate support services, including :- Human capital management, Facilities management, Information communication technology and Council support. • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). • Good governance. • Labour Relations Act, and other labour related prescripts. • Legal background and human capital management. • Knowledge of co-ordination and oversight of all specialised support functions.
Responsibilities	<p>Reporting to the Municipal Manager, the post operates at strategic level and provides strategic support to the business functions within Newcastle Municipality with the main focus being :-</p> <ol style="list-style-type: none"> 1. Implementation of the strategic goals as identified in the Integrated Development Plan of the Municipality. 2. Ensuring the effective management and compliance of legislation and policies in respect of, amongst others, the following Key Performance Areas :- <ul style="list-style-type: none"> • Human Resources Management with specific reference to :- <ul style="list-style-type: none"> - Recruitment and Selection - Human Resources Development - Organisation and Work Study - Labour Relations • Occupational Health and Safety 3. Ensuring that the approved budget is executed in line with the Service Delivery and Budget Implementation Plan of the Department of Corporate Services. 4. Providing support to the Portfolio Committees, Executive Committee, Standing Committee on Public Accounts and Council on the co-ordination and administrative aspects of such committees.

SED : TECHNICAL SERVICES	
Reference Number	Post ID : TS1
Occupational Category	Senior Management
Annual Remuneration Package	R1 035 906,00 – Middle Notch R1 233 222,00 – Maximum Notch R1 430 538,00 (Annual total remuneration package). In accordance with Government Notice 381 of Local Government Gazette 40118 of 4 July 2016.
Terms of Appointment	Five (5) years fixed term performance based contract.
Years of Experience	5 Years' relevant experience at middle management level, or as programme / project manager and 3 – 4 years must be at professional / management level engineering management.
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor of Science Degree in Engineering / B Tech : Engineering or equivalent. • Code EB driver's license • Certificate of competency as required in terms of the General Machinery Regulations, 1988 or Registration with a recognised relevant engineering professional body will be an added advantage • Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.
Knowledge	<ul style="list-style-type: none"> • Good knowledge and understanding of relevant policy and legislation. • Good knowledge and understanding of institutional governance systems and performance management. • Must have extensive knowledge of the public office environment, and must be able to formulate engineering master planning, project management and implementation.
Additional Requirements	<ul style="list-style-type: none"> • Strategic and visionary leadership, excellent written and verbal communication skills, ability to work under pressure and adhere to tight deadlines, clear understanding of legislation governing local government which, amongst others is Municipal Finance Management Act, Systems Act, Structures Act, Municipal Property Rates Act and other relevant legislation. • Provision of an effective mechanical and electrical service for the Newcastle Municipality according to legal and quality requirements. • Development of staff within the limits of the available resources. • Ensure compliance to the National Electricity Regular requirements. • Enforcing legislation and bylaws associated with electricity reticulation services. • Conduct research and developments to fund innovative solution to future delivery of the electricity system. • Planning and implementing strategic plans for electricity reticulation in alignment with the broader IDP.
Responsibilities	<p>Reporting to the Municipal Manager, the post operates at strategic level and provides strategic support to the business functions within Newcastle Municipality with the main focus being :-</p> <ol style="list-style-type: none"> 1. Render overall management of the Electrical/Mechanical and Civil Services departments and all other related functions. 2. Provide strategic and operational leadership in the Electricity / Mechanical and Civil Services departments of the Municipality to ensure compliance with legal requirements in all functions of the department. 3. Ensure adequate electricity supply in compliance with legal requirements. 4. Provide support and advice to the Municipal Manager and Council. 5. Develop policies, practices and operating standards relevant to the Electricity and Mechanical department. 6. Ensure compliance with Occupational Health and Safety Act and other relevant legislation. 7. Manage financial control and compilation of capital and operational budget. 8. Undertake adhoc analysis, projects or investigation as required by the Accounting Officer.

SED : COMMUNITY SERVICES	
Reference Number	Post ID : COMM1
Occupational Category	Senior Management
Annual Remuneration Package	R1 035 906,00 – Middle Notch R1 233 222,00 – Maximum Notch R1 430 538,00 (Annual total remuneration package). In accordance with Government Notice 381 of Local Government Gazette 40118 of 4 July 2016.
Terms of Appointment	Five (5) years fixed term performance based contract.
Years of Experience	5 Years' relevant experience at middle management level, and have successful institutional transformation within public and private sector.
Minimum Qualifications	<ul style="list-style-type: none"> • A recognized Bachelor Degree in Social Sciences / Public Administration / Law or equivalent. • Code EB driver's license. • Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body will be an added advantage. • Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.
Additional Requirements	<ul style="list-style-type: none"> • Strategic and visionary leadership, excellent written and verbal communication skills, ability to work under pressure and adhere to tight deadlines, clear understanding of legislation governing local government which, amongst others is Municipal Finance Management Act, Systems Act and Structures Act • Understanding of Council operations.
Responsibilities	<p>Reporting to the Municipal Manager, the post operates at a strategic level and provides strategic support to the business functions within Newcastle Municipality with the main focus being :-</p> <ol style="list-style-type: none"> 1. Implementation of the strategic goals as identified in the Integrated Development Plan of the municipality. 2. Ensuring the effective management and compliance of legislation and policies in respect of, amongst others, the following Key Performance Areas :- <ul style="list-style-type: none"> • Parks, Recreation and Cemeteries • Culture and Amenities • Protection Services with specific reference to :- <ul style="list-style-type: none"> - Traffic - Fire and Disaster Management - Security • Health Services with specific reference to :- <ul style="list-style-type: none"> - Primary Health Care - Environmental Health 3. Ensuring that the approved budget is executed in line with the Service Delivery and Budget Implementation Plan of the Department of Community Services.

SED : DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS	
Reference Number	Post ID : DPHS1
Occupational Category	Senior Management
Annual Remuneration Package	R1 035 906,00 – Middle Notch R1 233 222,00 – Maximum Notch R1 430 538,00 (Annual total remuneration package). In accordance with Government Notice 381 of Local Government Gazette 40118 of 4 July 2016.
Terms of Appointment	Five (5) years fixed term performance based contract.
Years of Experience	5 Years' relevant experience at middle management level and have proven successful Professional Development / Town and Regional Planning experience.
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor of Science Degree in Building Sciences / Architect / Bachelor Degree in Town and Regional Planning or Development Studies or equivalent. • Project Management Certificate or diploma, or Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002) will be an added advantage. • Code EB driver's license • Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.
Knowledge	<ul style="list-style-type: none"> • Good knowledge and understanding of relevant policy and legislation. • Good knowledge and understanding of institutional governance systems and performance management. • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). • Knowledge of Geographical Information systems. • Knowledge of spatial, town and development planning.
Responsibilities	<p>Reporting to the Municipal Manager, the post operates at strategic level and provides strategic support to the business functions within Newcastle Municipality with the main focus being :-</p> <ol style="list-style-type: none"> 1. Implementation of the strategic goals as identified in the Integrated Development Plan of the Municipality. 2. Ensuring the effective management and compliance of legislation and policies in respect of, amongst others, the following Key Performance Areas :- <ul style="list-style-type: none"> • Town Planning with specific reference to :- <ul style="list-style-type: none"> - Forward Planning - Land Use Management - Urban Renewal Programme - Geographical Information System • Economic Development with specific reference to :- <ul style="list-style-type: none"> - Market Research and Investment Promotion - Local Economic Enterprise Development - Tourism Development and Marketing • Housing and Land with specific reference to :- <ul style="list-style-type: none"> - Housing Consumer Education - Real Estates and Valuations - Rural Settlement Development - Urban Housing Development 3. Management and monitor the alignment of the Integrated Development Plan with the vision, mission and the values of the municipality. 4. Ensuring that the approved budget is executed in line with the Service Delivery Budget Implementation Plan of the Department of Development Planning and Human Settlements. 5. Manage and co-ordination of the Integrated Development Plan of the municipality.

All the above positions will be advertised Internally, Newcastle Advertiser, Ilanga, Sunday Times and on the Municipal Website.

The appointment made will be subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

The candidate will be required to disclose all financial interests and will be subjected to competency assessment.

Please note : Candidates are required to complete the prescribed "Annexure C" application form as per Government Gazette No. 37245 of 17 January 2014 which is obtainable from all Municipalities as well as the internet at www.gpwnline.co.za (**Failure to do so will result in the candidate being disqualified**). Certified copies (not older than 3 months) of academic qualifications and a detailed CV must accompany your application.

NOTE : It will be expected of the successful candidate to attain Local Government : Municipal Finance Management Act, 2003 (MFMA) : Minimum Competency Levels in unit standards as per Government Notice 21 No. R493 of Gazette 37245 No. 29967 of 15 June 2007 within eighteen (18) months of commencement of service. Failure to do so will result in the contract of employment to be rescinded.

The employee's ordinary place to be stationed will be Newcastle, provided that the municipality may require the employee to work at such places within the Republic of South Africa as may be necessary, whether on a temporary or permanent basis and may require the employee to travel internationally in the performance of his duties.

Detailed CV's as well as the completed "Annexure C" application form referred to above can be forwarded to Miss T H Sithole at the Directorate : Human Resources, Tower Block, 5th floor. Office no B564. Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Municipal Manager, Mr B E Mswane at 034 – 328 7750.

A prescribed application for employment form and a full advert is available on the official website of the municipality, at www.newcastle.gov.za

Costs incurred for attending an interview will be for the candidate's own account.

- 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 accept 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 representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.
- **The Municipality reserves the right not to make any appointment. Newcastle Municipality is an equal opportunity and affirmative action employer. We are committed to the achievement and maintenance of diversity and equity in employment.**

CLOSING DATE : 16 MARCH 2018