



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

FROM : **Director : Human Resources**

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

ENQUIRIES : **T H Sithole**

DATE : **5 September 2018**



INTERNAL MEMORANDUM

HR CIRCULAR NO. 55/2018 : 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

NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT: DPHS: TOWN PLANNING

MANAGER SPATIAL PLANNING: POST ID: DPHS 235

Position	MANAGER SPATIAL PLANNING
Remuneration	R616 674.78 Per annum
Qualifications	<ul style="list-style-type: none"> • NQF Level 5/6 • Three years diploma or degree qualification in City / Town Planning / Urban Development Planning. • Registered as technical Planner with SACPLAN • Code EB driving license
Experience	<ul style="list-style-type: none"> • Experience of 4-5 years in Forward/Spatial Planning specifically. • Portfolio of evidence on Spatial Planning and Urban Design Project engaged previously. • At least 2 years supervisory experience is essential. • Computer literacy, report writing, communication, urban design, supervisory and management skills are required.
Additional Requirements	<ul style="list-style-type: none"> • Inherent requirement to perform the function associated with the post and the position requires an in-depth understanding of structural and scientific elements of the town planning profession.
Responsibilities	<ul style="list-style-type: none"> • Communicating with the Director : Town Planning and establishes critical spatial planning priorities for implementation and/or providing input into the appropriateness of the spatial planning strategy against planning policies, architectural trends and economic forces • Monitoring sequences with respect to the formulation of spatial planning strategy and plans, project mapping and scoping and providing guidance with respect to the interpretation of procedures and requirements • Determining the applicability of developmental proposal in respect of the social, visual, functional, temporal, morphological and perceptual dimensions with the view to aligning content. • Executing and attending to the application of financial recording and reporting procedures with respect to capital works and operating expenditure associated with the division and/or investigating and addressing variances • Developing the spatial Development Framework and preparing the Municipality's Urban and Rural Services Development Plans • Handling, assessing and approval of land development applications • Acting as Director : Town Planning when required • Compiling and reviewing policy document on various planning and development issues • Manage the municipal traffic and transportation planning component • Manage environmental plans • Development diverse developments, i.e. activity corridor development plans
Where advertised	<ul style="list-style-type: none"> • Internal/ Newcastle Advertiser

SENIOR BUILDING INSPECTOR: POST ID: DPHS192

Position	Building Control Officer
Remuneration	R616 674.78 Per annum
Qualifications	<ul style="list-style-type: none"> • NQF Level 5/6 with trade tested Artisan in Civil/Construction industry. • National Diploma: Civil Engineering / Construction Management / Architecture. • Code EB driving license. • A legible registration with South African Council for Architectural Profession.
Additional Requirements	<ul style="list-style-type: none"> • 4-5 years' experience as Building Inspector. • Have knowledge of the National Building Regulations, Town Planning Schemes and Occupational Health and Safety Laws. • At least 2 years supervisory experience is essential • Computer literacy, report writing, communication and management skills are required.
Responsibilities	<ul style="list-style-type: none"> • Supporting and providing professional guidance with respect to the key performance areas of the building section; • Establishing critical building priorities for implementation and/or providing input into the appropriateness of the Building Plan strategy against policies, architectural trends and economics forces; • Monitoring and executing building plans to ensure adherence of the plans to the NBR and BSA; • Initiation of law enforcement processes by identifying contraventions, following up of notices sent out to transgressors with regard to the issuing of summons, court attendance as witness with regard to summonses sent to transgressors where the issues have not been resolved; • Develops methodologies and approaches to guide specific building inspections, investigations and research processes; • Coordinating the inspection of buildings and critically analyzing information and make recommendations on plans, specifications, documents and information submitted in accordance with the Building Standards Act; • Manages and control the scoping, implementation, monitoring and communication phases of building projects; • Verifying, approving and processing building plans and land uses activities; • Preparing detailed technical project reports outlining specific constraints and opportunities for changing key performance areas to sustain the quality of output; • Preparing compliance reports for submission to Statistics South Africa regularly; • Disseminating information on building policies and processes and providing reports detailing divisional interventions and outcomes; • Monitoring project deliverables against milestones and critically examining interim reports with a view to identifying and addressing deviations from agreed scope of work; • Approving, in conjunction with the Director: Town Planning and Building specific techniques and applications for implementation of support sustainability and environmental protection of proposed building projects; • Using the tools of trade in the organization, draw building plans and produce bill of quantities for certain municipal projects only.
Where advertised	<ul style="list-style-type: none"> • Internal/ Newcastle Advertiser

Detailed CV's can be forwarded to Miss TH Sithole at the Directorate : Human Resources, Tower Block, 5th floor, Office no B563, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Director: Town Planning at 034 – 328 7852.

- 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 representatively 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.

CLOSING DATE: 28 SEPTEMBER 2018