



DIRECTORATE : HUMAN RESOURCES
Strategic Executive Directorate : Corporate Services

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

FROM : Directorate : Human Resources

REF NO : HR 5/3/2/1

ENQUIRIES : Dr N Y Mbatha-Mahlubi

DATE : 30 October 2019

INTERNAL MEMORANDUM

HR CIRCULAR NO. 26/2019 : 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.


DR N Y MBATHA-MAHLUBI
SED : CORPORATE SERVICES

NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT : BUDGET AND TREASURY OFFICE

DIRECTOR : REVENUE ENHANCEMENT AND EXPENDITURE: POST ID : BTO280

Position	DIRECTOR : REVENUE ENHANCEMENT AND EXPENDITURE
Remuneration	R702 645,88 per annum
Qualifications	<ul style="list-style-type: none"> • Matric plus a B.Comm Degree with Accounting as a major subject or any other relevant qualification • Valid driver's license
Experience	<ul style="list-style-type: none"> • Minimum of 6 – 7 years' of experience in a Municipal Financial Management environment of which 2 years' experience must be in a management level
Responsibilities	<p>A. FINANCIAL MANAGEMENT FUNCTIONS</p> <p>FINANCIAL PLANNING AND REPORTING</p> <p>Identifies and defines the short to medium term objectives and priorities of the section encapsulating expenditure and remuneration control functionalities, by :</p> <ul style="list-style-type: none"> • Analysing and aligning operating capacity and capabilities of the section to deliver against specific key performance areas. • Studying capital and operating expenditure trends and forecasts received from internal departments and preparing estimates with due consideration to internal and external funding requirements and limitations. • Evaluating and commenting on the strengths, weaknesses, opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the CFO. • Preparing and presenting reports detailing the status of expenditure / creditor accounts and availability of funds for current and short term interventions to sub-committees and strategic management planning workshops and discussion groups. <p>In order to ensure the section is positioned to capably attend to expenditure requirements associated with normal, critical capital and ad-hoc deliverables identified as priority in the Integrated Development Plan of the municipality.</p> <p>REVENUE ENHANCEMENT</p> <p>To undertake activities to implement the revenue enhancement strategy and required interventions, by :</p> <ul style="list-style-type: none"> • Develop and monitor the revenue enhancement strategy. • Research and guide in the development an update of the revenue enhancement strategy. • Monitor the establishment of revenue centric focus and culture in the municipality. • Advocate and promote revenue enhancement strategy in the municipality and departments. • Conduct workshops to improve revenue management practices across municipal departments. • Develop capacity building (training and development). • Develop and maintain stakeholder and client relationships. • Conduct engagement and awareness sessions to facilitate revenue enhancement buy-in and integration of principles in specific business processes. • Make recommendations to the Finance Portfolio Committee, Exco and Council. • Monitor whether recommendations are implemented by line departments. • Guide and advise line departments in the implementation of revenue enhancement strategy.

	<p>PERSONNEL AND PERFORMANCE MANAGEMENT</p> <p>Manages and controls the Key Performance Indicators and outcomes of personnel within the expenditure section, by :</p> <ul style="list-style-type: none"> • Defining / adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance. • Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. • Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews. • Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and short-term targets and standards. • Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace applications and preparing progress and assessment reports for inclusion into the consolidated Skills Development Plan of the business unit. • Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/or workplace conflict through the implementation of corrective measures in accordance with Human Resources policies and procedures and Codes of Good Practice encapsulated in employment legislation. <p>In order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the section to contribute positively to the business unit's service level objectives and outcomes.</p> <p>PROCEDURES, SYSTEM AND CONTROLS – PHOENIX EXPENDITURE AND MSCOA</p> <p>Plans and controls the implementation of specific procedures, systems and controls associated with key functional areas embodied in the expenditure section's structure, by :</p> <ul style="list-style-type: none"> • Developing policy and representing the council at Phoenix meetings to determine policy. • Planning the hardware and software requirements for the expenditure section, monitoring the procurement, delivery and installation of PCs, verifying quotations/payments and maintaining the inventory for Treasury. • Evaluating and monitoring month end run reports through verifying that expenditure section has completed processing, expenditure have been validated, ad-hoc adjustments have been processed and updated, invoices have been updated and miscellaneous charges have been reviewed and updated. • Developing and co-ordinating the implementation of revised accounting procedures and operational processes / conventions to be applied by all user departments on the use of the system e.g. at year end the system procedure to deal with outstanding orders and creditors. • Assessing the adequacy of current transactional recording / accounting procedures related to reconciliation's, posting, updating and adjustment of entries and presenting recommendations outlining approaches aimed at improving controls and processes. • Interpreting and analyzing audit findings and investigational reports with a view to determining levels of interventions required curbing non-conformance and compliance with laid down procedures. • Leading MSCOA implementation as a Project Champion / Co-ordinator. • Ensuring that the Steering Committee implement its tasks. • Guiding municipal departments in MSCOA implementation. • Ensuring that information from Provincial and National Treasury is disseminated to all departments. <p>In order to ensure laid down policies and procedures adhered to contributing to accountable administration of critical outcomes and expenditure transactions.</p>
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Ilanga / Newcastle Municipal Website

Detailed CV's can be forwarded to Human Resources, Tower Block, 5th floor, Office no B560, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Acting SED : Budget and Treasury Office, Mr S M Nkosi at 034 – 328 7752.

DEPARTMENT : MUNICIPAL MANAGER

MANAGER : EXECUTIVE SUPPORT : POST ID : CORP210

Position	MANAGER : EXECUTIVE SUPPORT
Remuneration	R581 224,89 per annum
Qualifications	<ul style="list-style-type: none">• Matric plus a National Diploma or Degree in Public Administration, Commerce, Law or any other relevant qualification• Valid driver's license
Experience	<ul style="list-style-type: none">• Minimum of 5 – 6 years' relevant experience of which 2 years' experience must be in a senior position
Responsibilities	<ul style="list-style-type: none">• Oversee and manage day-to-day operations of the Municipal Manager's Office in ways that satisfy the desired outcomes expressed by the Municipal Manager.• Cascade directives from the Municipal Manager to all other levels in order to ensure synergy and delivery in key organisational areas.• Plan and prioritize activities as directed by the Municipal Manager with other supporting managers in response to community, employees and municipal needs.• Facilitate and monitor compliance with various legislations, policies and other regulatory standards.• Liaise internally and externally on service delivery matters referred to the office of the Municipal Manager.• Monitor implementation of council's resolutions emanating from meetings between the Municipal Manager and other stakeholders.• Manage and conduct information research for the Municipal Manager.• Ensure compliance with financial policies and implement the budget in line with the strategic and business plans.
Where advertised	<ul style="list-style-type: none">• Internal / Newcastle Advertiser / Ilanga / Newcastle Municipal Website

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- 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.

CLOSING DATE : 22 NOVEMBER 2019