



DIRECTORATE : HUMAN RESOURCES
Strategic Executive Directorate : Corporate Services

TO : Acting Municipal Manager
SED : Development Planning & Human Settlements
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 : 4 November 2019

INTERNAL MEMORANDUM

HR CIRCULAR NO. 29/2019 : 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 N G MAHLABA
HONOURABLE MAYOR

NEWCASTLE MUNICIPALITY

VACANCY

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

1. DEPARTMENT: MUNICIPAL MANAGER

- (a) **MUNICIPAL MANAGER : POST ID :A0001** (Fixed term performance contract for a period not exceeding one year after local government elections)

Remuneration : R1 424 447,00; R1 705 924,00 (Middle) and R1 987 402,00 (Maximum) (Annual total remuneration package). In accordance with Government Notice 42023 of 8 November 2018.

The appointment made will be subject to the signing of an employment contract, a performance agreement and disclosure of financial interest. Appointment will be done according to the regulations on appointment and Conditions of Employment of Senior Managers.

Minimum Qualifications A Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Municipal Finance Management Programme/ Law or equivalent, 10 years relevant experience at a senior management level and have proven successful institutional transformation within public or private sector.

Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, [Gazette 29967 of 15 June 2007](#), except regulations 15 and 1 & Advanced knowledge and understanding of relevant policy and legislation. Advanced understanding of institutional governance systems and performance management. Advanced understanding of council operations and delegation of powers. Good governance. Audit and risk management establishment and functionality. Budget and finance management.

Key Responsibilities To comply with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000. Equipped to carry out the task of implementing the Municipality's integrated development plan in accordance with Chapter 5 of the Systems Act. Operating in accordance with the Municipality's Performance Management System in accordance with Chapter 6 of the Systems Act. Responsive to the needs of the local community to participate in the affairs of the Municipality.

Where advertised Internal/Newcastle Advertiser/Ilanga/Sunday Times

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.gpwonline.co.za (Failure to do so will result in the candidate being disqualified) .Certified copies of academic qualifications and a detailed CV must accompany your application.

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 above can be forwarded to the office of the Mayor, Civic Centre, Scott Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Mayor, Councillor Dr. N.N.G. Mahlaba at 034 328 7737.

- 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.
- 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.
- 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 : 6 DECEMBER 2019