



DIRECTORATE : HUMAN RESOURCES

Strategic Executive Directorate : Corporate Services

TO : Acting Municipal Manager
SED : Development Planning & Human Settlements
SED : Budget and Treasury Office
SED : Corporate Services
SED: Community Services
SED: Technical Services
FROM : Directorate Human Resources
REF NO : HR 5/3/2/1
ENQUIRIES : DR N Y Mbatha- Mahlubi
DATE : 04 November 2019

INTERNAL MEMORANDUM

HR CIRCULAR NO. 26/2019 : ADVERTISEMENT OF VACANCY

Attached please find an advertisement for vacancy 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 NY MBATHA- MAHLUBI
SED: CORPORATE SERVICES


M J MAYISELA
ACTING MUNICIPAL MANAGER

NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT : BUDGET AND TREASURY OFFICE

DIRECTOR : SUPPLY CHAIN MANAGEMENT : POST ID : BTO10

Position	DIRECTOR : SUPPLY CHAIN MANAGEMENT
Remuneration	R702 645,88 per annum
Qualifications	<ul style="list-style-type: none"> • B.Com Degree or any relevant or equivalent qualification • Certificate in Municipal Finance Management
Experience	<ul style="list-style-type: none"> • Minimum of 5 years' experience in a role related to this position, of which at least 3 years must be at middle management level
Responsibilities	<p>SUPPLY CHAIN MANAGEMENT</p> <p>To ensure implementation of the supply chain management and overall management of the municipal supply chain functions, by :</p> <ul style="list-style-type: none"> • Demand Management. • Acquisition Management. • Logistic Management. • Disposal Management. • Risk Management. • Performance / Contract Management. • Advising and guiding the Chief Financial Officer, Municipal Manager, Strategic Executives Directors and/or committees on legislation applicable to supply chain management. • Directing and managing policy issues with the respective sections applicable to supply chain management. • Develop, implement and advise on a supply chain delivery framework and strategy, ensuring compliance with practices, processes and legislative requirements. • Establish and maintain strategic internal and external relationship inclusive of customers, service providers and relevant agencies and structures. • Provide overall direction in terms of programme management and implementation. • Ensure the integrity and effective administration of supply chain delivery processes. • Review and analyse the effectiveness of practices, processes and systems, identifying opportunities to improve on efficiencies. • Develop and manage supply chain management process, ensuring that procurement of goods and services remain in line with relevant policies and legislation. • Manage and monitor disposal practices and processes, ensuring compliance with relevant policies and legislation. • Oversee and facilitate the development, alignment and processes. • Lead and manage direct, indirect teams by providing context setting programme standard and educating on process, quality and policy. • Promptly report any deviation of the supply chain management policy from the guideline standard to the Chief Financial Officer would then report to the Municipal Council, National Treasury and the relevant Provincial Treasury. • Review the supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. <p>OPERATIONAL AND FINANCIAL MANAGEMENT</p> <p>Within the area of responsibility and for purposes of supply chain management, by :</p> <ul style="list-style-type: none"> • Contribute to the alignment of municipal strategies and goals with national and provincial policies and within the district.

	<ul style="list-style-type: none"> • Foster a positive and creative management culture. • Motivate and empower staff to deliver on municipal strategies and goals. • Contribute to and implement an effective performance management system. • Contribute to specifications of appropriate and accurate financial operating systems. • Generate and analyse regular reports, within the area of responsibility, relating to the measurement and monitoring of financial information and performance, including the implementation of the budget and service delivery and budget implementation plan (SDBIP) • Implement adequate control of financial operating systems. • Support of the Chief Financial Officer/Accounting Officer and through the financial operating systems, to analyse and report on the financial position and performance of the municipality and how that impacts on the implementation of the annual budget and on the service delivery and budget implementation plan. • Contribute to the review of the efficiency and effectiveness of financial operating system to align with changing needs. • In conjunction with the Chief Financial Officer/Accounting Officer, assist with the determination of requirements for in-house or outsourced or shared service agreements for the operation of financial systems. • Monitoring and advising the Chief Financial Officer/Accounting Officer of changes that may affect the budget, including legislation, resource allocations and demand- acquisition and disposal management. • Contributing to the prioritization of funds to align with strategies and goals. • Providing technical inputs with the preparation and implementation of the budget. • Implement and contribute to the implementation of the budget. • Financial planning, budgeting, forecasting and the interrelation thereof. <p>GOVERNANCE</p> <p>Support and implement good governance in the area of responsibility and enforce good governance, ethics and codes of conduct, by :</p> <ul style="list-style-type: none"> • Contributing to and supporting the Chief Financial Officer / Accounting Officer with regular risk management and control. • Implementing the risk management and fraud prevention plan within the area of responsibility. • Contributing to and supporting the Chief Financial Officer / Accounting Officer with regular risk assessment within the area of responsibility and the prioritisation of risk according to highest versus lowest potential risk. • Mitigating risk within the area of responsibility in accordance with the prioritization of risk. • Provide administration support and ensure access of the Auditor General to the financial records and all relevant information of the municipality to enable them to perform their respective functions. • Ensure timeous response to audit queries and provision of information requested by Auditors (Internal and External Auditors / AG).
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Sunday Times / Newcastle Municipal Website

Detailed CV's can be forwarded to the Directorate : Human Resources, Tower Block, 5th floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director : Budget and Treasury Office, Mr S M Nkosi at 034 – 328 7752.

DEPARTMENT : CORPORATE SERVICES

DIRECTOR : HUMAN RESOURCES MANAGEMENT : POST ID : CORP140

Position	DIRECTOR : HUMAN RESOURCES MANAGEMENT
Remuneration	R702 645,88 per annum

Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree in Human Resources Management/ Social Science/Public Administration or equivalent. • Valid Driver's License • Computer Literate-MS Office Application • Registration with the relevant Council and Professional body will be an added advantage
Experience	<ul style="list-style-type: none"> • Considerable 7 years' experience in Human Resources of which 2 years must be at a managerial level.
Responsibilities	<ul style="list-style-type: none"> • Responsible for management functions. • Responsible for planning, implementation, monitoring & evaluation of HR strategy in line with Integrated Development Plan. • Responsible for personnel and performance management systems implementation. • Responsible for human resources management function. • Responsible for designing, implementation, managing & controlling of policies, procedures and systems within the municipality. • Responsible for implementation of human resources communication strategies. • Responsible for development of human resources administration and information management systems. • Responsible for record keeping. • Responsible for reporting. • Responsible for research and data analysis
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Sunday Times / Newcastle Municipal Website

Detailed CV's can be forwarded to the Directorate: Human Resources, Tower Block, 5th floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director: Corporate Services: Dr NY Mbatha-Mahlubi at 034- 328 7910

- 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.

NB: 1. AFRICAN FEMALES ARE ENCOURAGED TO APPLY

CLOSING DATE: 13 DECEMBER 2019