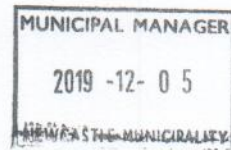




TO : Acting Municipal Manager
SED : Development Planning & Human Settlements
SED : Budget and Treasury Office
SED : Corporate Services
SED: Community Services
SED: Technical Services
Directorate Human Resources
HR 5/3/2/1
T H Sithole
4 December 2019

FROM :
REF NO :
ENQUIRIES :
DATE :

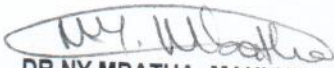



INTERNAL MEMORANDUM

RE: HR CIRCULAR NO. 36/2019 : ADVERTISEMENT OF VACANCIES

Reference is made to the HR circular no: 36/2019. The correct remuneration is **R581 224,89 per annum** Not R702 645,88 per annum.

Any inconvenience caused thus far is highly regretted. This post is on TASK Grade 16, a successful candidate will be paid as per the job evaluation outcome for manager positions.


DR NY MBATHA- MAHLUBI
SED: CORPORATE SERVICES


M J MAYISELA
ACTING MUNICIPAL MANAGER



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

FROM : T H Sithole

REF NO : HR 5/3/2/1

ENQUIRIES : T H Sithole

DATE : 27 November 2019



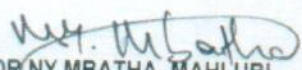
INTERNAL MEMORANDUM

HR CIRCULAR NO. 36/2019 : ADVERTISEMENT OF VACANCIES

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 VACANCY

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

DEPARTMENT : DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS

| | |
|------------------|---|
| Position | MANAGER: MONITORING AND EVALUATION: POST ID: SG20 |
| Remuneration | R581 224,89 per annum |
| Qualifications | Matric, National Diploma or Degree in Public Administration, Local Government Administration and Public Management or Equivalent. Driver's License. Five (5) years relevant experience. |
| Experience | <ul style="list-style-type: none"> • Five (5) years relevant experience. |
| Responsibilities | <ul style="list-style-type: none"> • Providing a professional consulting/ advisory service at a localized level with respect to the implementation of an effective Performance Management System. • Interacting with functional leaders and making available information on the system and/ or explanations and/or training on application. • Participation in the determination of functional objectives with due consideration given to the organizational vision and mission and goal encompassed in Integrated Developmental Plans. • Analysing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area's Indicators and Action Plans. • Monitoring consultants advising on implementation and assessing compliance with standards and procedures to support synergy between application and understanding. • Applies methods and standards to determine specific requirements and dimensions of performance management. • Co- ordinates specific procedures associated with the implementation and execution of Performance Management. • Providing information and/ or reports on the status and outcomes internally / externally by presenting information on the performance management system capabilities, measures and outcomes. • Conducting workshops and/ or one on one training of HOD'S and supervisory staff. • Conducting feedback sessions of performance results and steps/ methods to improve performance. |
| Where Advertised | <ul style="list-style-type: none"> • Internal/ Newcastle Municipal Website |

Detailed CV's can be forwarded to 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 Strategic Executive Director: Development Planning and Human Settlements: Mr V Govender at 034- 3287790.

- 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: AFRICAN FEMALES ARE ENCOURAGED TO APPLY

CLOSING DATE : 13 DECEMBER 2019