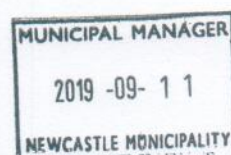


DIRECTORATE : HUMAN RESOURCES

Strategic Executive Directorate : Corporate Services

TO : Acting Municipal Manager
SED : Development Planning & Human Settlements
Acting 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 : T H Sithole
DATE : 11 September 2019



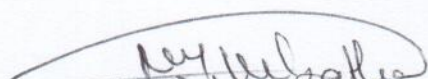
INTERNAL MEMORANDUM

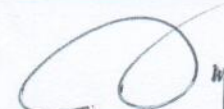
HR CIRCULAR NO. 19/2019 : ADVERTISEMENT OF VACANCIES

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 NY MBATHA- MAHLUBI
SED: CORPORATE SERVICES


M J MAYISELA
ACTING MUNICIPAL MANAGER

NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT : DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS

Position	DIRECTOR : TOWN PLANNING: POST ID: DPHS150
Remuneration	R702 645,88 per annum
Qualifications	4 Year Bachelor's Degree (Honours) or equivalent NQF Level 7. A Masters Degree in Town Planning and Regional Planning will be an added advantage. Registration with South African Council of Planners as Professional Planner is a requirement. Driver's license (Code B)
Experience	<ul style="list-style-type: none"> • 7 Years relevant experience of which at least 3 years must be at a senior management level. • Proven record of experience in Land Use Management; Spatial Planning; Urban Design; GIS and Building Inspectorate. Certificate in MFMP will be an added advantage.
Responsibilities	<ul style="list-style-type: none"> • Management of the Directorate of Town Planning under the Department of Development Planning and Human settlements. • Ensure preparation of Spatial Development Framework Plans and Local Area Plans. • Traffic and Transportation Planning. • Development Facilitation of various projects, both public and private sector projects. • Ensure effective Land Use Management services are provided (i.e. Processing applications for Rezoning, Special Consent, Building Line Relaxations, Land Subdivision and Consolidation). • Ensure preparation of Municipal Land Use Management System (Wall to Wall Scheme). • Supervision of the Building Inspectorate Division. • Manage and oversees outdoor advertising, ensuring adherence to required standards and bylaws. • Preparation of reports to various Council Committees. • Liaise with other government departments as regard development issues. • Report regularly to the Strategic Executive Director: Development Planning and Human Settlements regards activities and tasks carried out by the Town Planning Directorate.

Where advertised	Internal / Newcastle Advertiser/Ilanga/ Sunday Times/ Newcastle Municipal Website/Newcastle
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Detailed CV's can be forwarded to Miss 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- 328 7790

- 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 AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

CLOSING DATE: 04 OCTOBER 2019