



SCAN QR CODE



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DEPUTY MINISTER OF SOCIAL DEVELOPMENT HENDRIETTA BOGOPANE-ZULU LEADS PINKDRIVE CAMPAIGN.

Neliswa Sibisi and Sthembele Dlamini

Social Development Deputy Minister Hendrietta Bogopane-Zulu and the MEC for Social Development in KwaZulu-Natal Nonhlanhla Khoza, visited the Amajuba District, as part of the PinkDrive campaign, which is aimed at raising cancer awareness.

The thriving partnership between PinkDrive, the United Nations Population Fund (UNFPA) and the Department of Social Development, led to the initiation of this campaign, which educates members of the community on women's health matters. During this program, members of the public receive free breast cancer screening mammogram, free pap-smear for cervical cancer, Prostate-Specific Antigen (PSA) and screening for men over the age of 40 years. This year, the public were also given an opportunity to test for COVID-19, for free!

The campaign is in alignment with the newly established District Development Model (DDM), where Government's plan of action is to work cooperatively with the Business Sector, Civil Society Organisations and communities to fast track service delivery.

The Deputy Minister was warmly welcomed by the Mayor of Amajuba District Cllr Dr Musa Ngubane, Amajuba District Speaker of Council Cllr. Phumzile Mgcina and Newcastle Municipality Speaker of Council Cllr Samke Yende.

Deputy Minister Bogopane-Zulu's productive day at the Amajuba District began at Ithembalentsha High School in Osizweni, where she donated a compujector. Bogopane-Zulu used the opportunity to also encourage grade 12 learners to study hard, to stay away from crime and drugs.

Newcastle Speaker of Council Cllr Samke Yende, also emphasised on the importance for learners to stay focused, especially learners from impoverished backgrounds, to study hard in order to elevate themselves from poverty. Cllr Yende wished the matriculants best of luck, for their upcoming examinations.

"Remember that as you write your exams, you don't only represent Newcastle, but you represent your families as well. Work hard, play hard... but... always remember that your academic perseverance will change your family fortunes forever. Life begins once you exit your classroom," remarked Speaker Yende.

The Deputy Minister used the occasion to express her desire to work closely with the Amajuba District. She also voiced her deep dissatisfaction with the increasing cases of Gender-Based Violence, and urged men to play a meaningful and critical role in ending this scourge.



I DO RIGHT EVEN IF NOBODY IS WATCHING



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UNITED WE STAND, DIVIDED WE FALL!

Thank you very much Madam Speaker...

Madam Speaker, September is regarded as Heritage Month on our national calendar, and also regarded as a month where we celebrate our cultural diversity. Most importantly, this is the month where we celebrate our unity in our diversity. September is also Tourism Month. Unfortunately, the novel Coronavirus has made it impossible for us to converge in one place, in order to commemorate this remarkable and important month.

Madam Speaker, today I make an earnest and sincere plea to the residents of Newcastle, urging them to embrace our efforts of social cohesion, nation building and shared national identity. In line with year's theme, titled, the "Year of Unity, Socio-Economic Renewal and Nation Building," we hope to significantly contribute towards the realization of this important posture by government.



2020 has been an extraordinary year, filled with unpleasant manifestations, in the form of Covid-19, which has led us to adopt the new normal. We've lost loved ones to the pandemic, and our local economy has taken a knock. But, rest assured, we won't succumb to this monstrous occurrence. We will re-build our economy and restore our way of life, to what it was before Covid-19. Our major task is to bring back lost business in the tourism and hospitality sector, and encourage industries to lure back business, so that jobs can be retained. The decline in productivity in some industries is extremely worrisome, and it's our sincere hope that a prosperous economy could be on the horizon, very

soon. As a municipality we are constantly in talks with various stakeholders, in a bid to sustain and improve the job situation around Newcastle. Now that the country has moved to 'level one', with some industries opening, we call upon community members to join us in our pledge to grow our economy.

Madam Speaker, as we also enter the month of spring, under the theme "Forests and Sustainable Cities", we want to encourage residents to partake in the therapeutic practice of planting trees. Let us champion this act, and take cognisance of the importance of keeping stock of some of our oldest, tallest and indigenous plants. These include the Sophia Town Oak Tree, and the Sagole Baobab Tree.

All these historic and indigenous trees form part of our heritage.

National Arbour Month must be an opportune time for us as government to reignite the zeal of building a society which sustains the environment, preserves symbols of plant beauty and craft new ways of sustaining an eco-friendly environment.

Madam Speaker, next week I'll be visiting a number of heritage sites and businesses in the hospitality sector. The aim of my visit will be to interact with business owners, with the purpose

of finding out the extent of the Covid-19 harm. We will also be encouraging our stakeholders and government partners to consider Newcastle as a holiday destination.

I end my fourth nightly column by quoting our beloved former President Nelson Mandela who said "in affirming a joint heritage, in this place, we are reminded that our noble ideals were spurred on even more by their long denial, that today's unity is a triumph over yesterday's division and conflict."

On the 24th of September, on Heritage day, I'll join millions of South Africans for the 'Jerusalem Challenge'.

I thank you Madam Speaker, and I thank the residents of Newcastle.

Your Mayor, Medical Doctor, Neighbor, Friend and son of the soil.

**SEND THE MAYOR A
MESSAGE ON THIS WHATSAPP
NUMBER -063 622 9645
AND GET A PUBLISHED RESPONSE**



ACCELERATING SERVICE DELIVERY



Newcastle Municipality
EYABANTU - FOR THE PEOPLE





AN ABRUPT END TO PHORID FLIES “IZIMPUNKANE”

Siboniso Xaba
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For many years, Dry Cut cemetery in Blaauwbosch has been experiencing an infestation of phorid flies, and making it extremely difficult for mourners to bid farewell to their loved ones in peace. Dry Cut cemetery was historically built on high water table land, making it the ideal ground for phorid flies to breed and reproduce. The moist soil type created the ideal conditions for the fly to further evolve over the years. The vast infestation of this fly usually takes place in summer, as weather conditions are both moist and warm. The municipality is anticipating phorid flies to vigorously breed, as we are approaching spring and summer seasons, hence the mitigating action by the municipality to fast-track efforts to manage the infestation.

The Newcastle Municipality has begun its program of aggressively combating the infestation of this fly, and has appointed a service provider to control the pest for a period of three years.



REPORT WATER LEAKS \ SEWAGE SPILLS - 034 328 7600



Newcastle Municipality
EYABANTU - FOR THE PEOPLE



NEWCASTLE MAYOR AND NEWCASTLE MEDI-CLINIC CELEBRATE FRONTLINE EMPLOYEES.

Thulile Maphanga
thulile.maphanga@newcastle.gov.za

The Newcastle Medi-Clinic has dedicated a hospital ward and unveiled a wall of fame in honour of all frontline staffers who served throughout the peak of COVID-19. Among the honourees was Newcastle Mayor

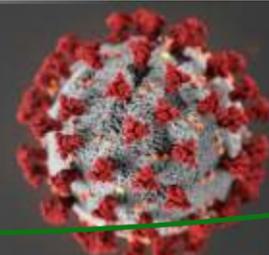
Cllr. Dr Ntuthuko Mahlaba who had volunteered at the local hospital during the height of the pandemic. The private hospital also commemorated their reduced numbers of COVID-19 patients. Mayor Dr Mahlaba was also diagnosed with Covid-19 whilst treating a patient seven weeks ago. After undergoing the required quarantine period, Dr Mahlaba was back on the saddle and ready to serve the community of Newcastle.

“I am very humbled by what the management of Medi-Clinic has done in their efforts to boost staff morale. When your soldiers go to war they need constant motivation. We should remember that the war is not yet over. They have to keep fighting. This wall of fame serves as a reminder that their selfless efforts have not gone unnoticed.” Newcastle is was not spared and was hit hard by the novel

Coronavirus, with 6446 confirmed active cases, 103 deaths and 5698 recoveries. During the peak of COVID-19, hospitals took a strain, in particular the Medi-Clinic hospital. At one the hospital recorded alarming numbers of COVID-19 cases country wide. However those figures have since subsided. The hospital attributes its success to the dedication of staff, from both private and public hospitals. The hospital has also applauded government's efforts of working with the private sector in fighting the virus. “It's been uncharted times and indebted times. We have learnt a lot of from other people and it's been a huge success, I should say .Yes we have lost lives, had some of our staff infected but they recovered and came back to work. As health workers, our aim is to save lives and that is one purpose that has kept us going,” said Dr Josh Matambo.



WASH YOUR HANDS. SANITISE. SOCIAL DISTANCING



Newcastle Municipality
EYABANTU - FOR THE PEOPLE



FORT AMIEL MUSEUM SAVED FROM DEADLY FIRE!

Thulile Maphanga
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Newcastle Mayor Dr Ntuthuko Mahlaba has applauded the Newcastle Municipality Fire Department for saving Fort Amiel Museum from being engulfed by flames.

The fire department was called in this morning after staff at the museum noticed that a portion of the building was on fire due to a veld fire (wildfire).

Unfortunately a few historical artefacts were lost too in the fire, but the flames were managed from spreading to other buildings.

Fort Amiel was better known as a national monument, as it was built as one of a series of British forts in 1876. It was a, British military base from 1876 to 1902, including the first Anglo Boer war of 1880 to 1881.



“WE ARE HERE TO SERVE THE COMMUNITY AND NOT OURSELVES,” NEWCASTLE SPEAKER OF COUNCIL.

Sthembele Dlamini

The Newcastle Ward Committee policy review induction workshop kicked off smoothly in Madadeni, east of Newcastle. Speaker of Council Cllr. Samukelisiwe Yende officially opened the 10 day summit, which runs from the 24th of August 2020 until the 4th of September 2020.

Ward committee members were formally introduced to the new code of conduct and new policy document that was officially adopted by Council on the 12th of August 2020. The main objective of this policy is to establish uniform rules to regulate the establishment and operation of Ward Committees, to define the roles and responsibilities of the speaker and PR Councillors, in relation to ward participation in Newcastle Municipality. Speaker of Council Cllr. Samkelisiwe Yende sternly reminded the ward committees of their role and responsibilities to the

community. Yende reiterated why it was paramount for Ward Committee members to constantly be in touch with the members of the public that they serve.

“As ward committees you should always remember that you function as the bridge between the Ward Councillor and the Community at large because you are the closest person to the public. Ward Committees form an important component of local government structure.”



REPORT CORRUPTION



Newcastle Municipality
EYABANTU - FOR THE PEOPLE



“WE WANT TO WORK WITH OUR COMMUNITIES ...” WARD COMMITTEE MEMBER”

Neliswa Sibisi, Thuli Maphanga and Siboniso Xaba
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The Ward Committee induction workshop and summit proceeded to other zones of the municipality, after Ward Committee members were successfully inducted in the Madadeni area. The next phase of the workshop was held in Osizweni Community Hall, which had a hundred percent turnout rate, including ward councillors. Similarly, the core purpose of this meeting was to introduce and induct the newly adopted ward committee policy that was adopted by Council on the 12th of August 2020. However, members could present

challenges and obstacles when addressing critical issues affecting their respective communities. The third leg of this summit also drew a sharp focus on the newly crafted EPWP policy, functions of ward committees, code of conduct, roles and responsibilities, and the election criteria of new members. Manager of the Public Participation Unit, Mr Zakhele Dlamini, strongly emphasised the need to roll out an information program, with the aim of solely educating members of the public about this critical component of

governance. Dlamini also believes that this structure has over the years attracted unwarranted criticism, partly due to ill-information and unprovoked biasness about the election process of members. Ward 11 Councillor, Ms Nokuthula Majozi sang praises about the program, and urged the 10 individual committee not to distance themselves from the people they are supposed to serve. “The policy places a serious emphasis on the importance of a good relationship between ward councillors and their ward committees so that they can work together effectively without any conflict or confusion on the roles and responsibilities.”



ACCELERATING SERVICE DELIVERY



Newcastle Municipality
EYABANTU - FOR THE PEOPLE



NEW SET OF WHEELS FOR SERVICE DELIVERY

Sthembele Dlamini and Nomfundo Khawula

The Newcastle Municipality has purchased a 3 ton truck from NTT Isuzu, which was officially unveiled by Newcastle Municipality Mayor Cllr Dr Ntuthuko Mahlaba. In addition to this, NTT Isuzu was generous, by sponsoring the truck's extra features and accessories, at no additional cost to the municipality. The truck will be used for road maintenance, transporting road signs, and shelter road side municipal employees. Furthermore, it will now allow the municipality to conduct its task of dispensing service delivery efficiently, and without hindrance.

The Traffic Technical Services unit is responsible for the maintenance of roads, repairs, installation of road traffic signs and marking of the entire Newcastle precinct. Community members in eMadadeni, Osizweni, Charlestown, Ingogo, Ingagane and Normandien, will now see the new set of wheels in action. Principle dealership for NTT Isuzu, Mr JP Kardos, says the gesture was driven by the company's desire to assist the municipality in fast-tracting service delivery throughout Newcastle. Mr Kardos further

added that such partnerships are sacrosanct, if both the public and private sector are serious about assisting the community.

"We have managed to put a bin, toolboxes and lights into the van to make it safe for people who will be

Newcastle. We are ecstatic and overjoyed by this kind act of generosity, and we sincerely hope this will be one of many engagement with NTT Isuzu. The private sector is a critical stakeholder, and we seek to nurture this relationship," remarked Dr Ntuthuko Mahlaba.



The town's first citizen further added...

"I'm certain that this truck will not only change the lives of residents of Newcastle, but it will also change the working conditions of all our employees from the traffic unit. Together, united in our different sphere of work, we can indeed move Newcastle Forward," ended the mayor.

using the truck. We are very glad to be on board and if there is any assistance or anything NTT's door is always open to the municipality", alluded Kardos. Newcastle Mayor Cllr Dr Ntuthuko Mahlaba applauded NTT Isuzu's kind act of generosity. Dr Mahlaba assured NTT that indeed service delivery would be fast-tracked.

"The truck will give us renewed momentum and zeal to continue to dispense road services throughout

Mayor Dr Mahlaba used the occasion to also recognizing the sterling work and contribution of traffic staff. The municipal frontline workers were handed certificate of diligence, commitment and hard work. They were also being recognized for their long service to both the municipality and the traffic unit.

As driver and champion of service delivery, Mayor Dr Mahlaba was the first person to test the truck's capabilities.

ACCELERATING SERVICE DELIVERY



Newcastle Municipality
EYABANTU - FOR THE PEOPLE



TENDERS & VACANCIES



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 : SED : Corporate Services
REF NO : HR 5/3/2/1
ENQUIRIES : A Taljaard
DATE : 15 September 2020

MUNICIPAL MANAGER
 2020-09-15
 NEWCASTLE MUNICIPALITY

INTERNAL MEMORANDUM

HR CIRCULAR NO. 19/2020 : 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 : DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS

SENIOR LED OFFICER : INVESTMENT PROMOTION : POST ID : DPH310

Position	SENIOR LED OFFICER : INVESTMENT PROMOTION
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • A relevant tertiary qualification in Economics, Development Studies or Marketing (NQF Level 6) • Driver's License (Code EB)
Experience	<ul style="list-style-type: none"> • 4 Years' relevant experience
Responsibilities	<p>LOCAL ECONOMIC DEVELOPMENT INITIATIVES</p> <p>ALIGNING OUTCOMES TO THE BROADER DEVELOPMENTAL OBJECTIVES</p> <p>Controls the critical key performance areas of the functionality and provides input into the broader local Economic Development objectives, by :</p> <ul style="list-style-type: none"> • Identifying with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of the communication, investment, tourism and agricultural dimensions of local economic development. • Mapping out initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the target public and priorities requiring attention. • Providing information based on trends and expected outcomes to facilitate the provisioning for specific activities/interventions during the functional budgeting process. • Participating in meetings and presenting information and opinions on economic development opportunities and the capability of current marketing initiatives to support strategies and develop and strengthen relationships within and outside the organization. • Marketing and promotion of the area to investors from outside and inside the municipal area. <p>In order to ensure the functionality is capable of supporting Council's local economic development objectives through recognition of immediate priorities and longer term interventions.</p> <p>ACHIEVING SUSTAINABLE LOCAL ECONOMIC GROWTH</p> <p>IDENTIFYING KEY ENABLERS AND OPPORTUNITIES</p> <p>Identifies with key dimensions and opportunities with regards to Economic Development, by :</p> <ul style="list-style-type: none"> • Co-ordinating broader based stakeholder workshops to seek ideas, establish priorities and determine strengths, weaknesses and threats. • Formulating plans detailing interventions, actions and timelines guiding the delivery and/or execution of activities. • Assessing and evaluating local economic development project proposals and applications and preparing reports summarizing findings and including specific recommendations for consideration. • Conducting situational analysis and feasibility studies to assess the impact of specific economic development initiatives and opportunities. • Interacting with the established local business sector to elicit support with job creation and poverty alleviation initiatives. <p>In order to ensure assessment of the local situation is taken into account and specific interventions prioritized to support growth in the local economy.</p>

PROJECT CO-ORDINATION AND IMPLEMENTATION

Co-ordinates and executes specific project/programme requirements and monitors application and outcomes, by :

- Conducting training to develop understanding and improve capabilities of the local community to participate in economic development initiatives.
- Assessing project deliverables against agreed outcomes and milestones and establishing reasons for non-achievement of critical requirements.
- Presenting alternative options to address constraints or bottlenecks in execution phases.
- Evaluating performance against agreed measures and standards through feedback and situational assessments.

In order to ensure local economic development projects contributes to the empowerment of local communities through sustained job opportunities and/or business potential.

ADMINISTRATION

REVIEWS, REPORTS AND CORRESPONDENCE

Attends to the administrative recording, reporting and recordkeeping requirements/procedures, by :

- Preparing investigational reports and summaries detailing functional progress and/or outcomes for submission to the immediate superior for consideration and inclusion in specific committee agendas.
- Compiling notices, agendas and minutes of functional meetings and attending to the circulation.
- Updating system information with specific project information and/or confirming payments due against transactional details and forwarding documentation for processing.
- Formulating responses to correspondence and enquiries from the general public, councillors and officials, referring to policies and resolutions of council.
- Maintaining records of work in progress, notices and correspondence, updating, filing and/or removing obsolete records and retrieving information for reference.

In order to ensure laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions/actions.

SUPERVISION AND CONTROL

Co-ordinates and control tasks/activities associated with controlling and directing personnel performance, productivity and discipline, by :

- Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/or other approved methods designed to improve and motivate personnel.
- Implementing new work procedures and updating control measures to improve productivity.
- Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating the immediate superior for additional resources.
- Assessing training and developmental needs and include motivations into management reports and approval.

In order to ensure that required information is readily available to inform decision making at management at general staff level, by ensuring that all information is kept updated and stored easily in easily retrievable formats.

Where advertised : Internal / Newcastle Advertiser / Newcastle Municipal Website

Detailed CV's can be forwarded to the Directorate : Human Resources, Tower Block, 5th floor, Office no B560, Murchison Street, Private Bag X621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director : Development Planning and Human Settlements, Mr V Govender at 034 - 328 7790.

DEPARTMENT : CORPORATE SERVICES (ADMINISTRATION)

CHIEF ADMINISTRATIVE OFFICER : POST ID : CORP3

Position	CHIEF ADMINISTRATIVE OFFICER
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma or Degree in Administration or any other relevant qualification • Computer Literacy – MS Office Applications
Experience	<ul style="list-style-type: none"> • 4 Years' relevant experience
Responsibilities	<p>To co-ordinate specific logistical requirements associated with council's meetings in order to ensure requirements are communicated and arranged and confirmed enabling meetings to commence and proceed without interruptions and/or disruptions, by :</p> <ul style="list-style-type: none"> • Referring to Council's schedule of meetings and arranging and confirming the venue with due consideration given to the number of delegates attending and facilities required. • Communicating with internal departments and/or external service providers in respect of the catering requirements and/or stationery and equipment needed for specific sessions. • Allocating secretarial resources in accordance with the status and complexity of meetings and submitting completed schedules for approval and execution. <p>To provide administrative and secretarial support to various committee and sub-committee sittings within the Council in order to ensure laid down guidelines are applied and all secretarial and support requirements associated with the committee functions is efficiently undertaken and completed, by :</p> <ul style="list-style-type: none"> • Communicating with Office Bearers to establish items for inclusion on the agenda and the submission of investigational general reports and proposals supporting agenda items. • Circulating notification, agenda and minutes of previous meetings to members. • Accessing and making information available prior to the meeting to the Chairperson and/or representatives on specific items for discussion, referring to Council's resolutions, reports and correspondence. • By performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/discussions and decisions, and making available od copies of correspondence referred to in discussions to members. <p>To perform administrative activities associated with preparation of documents and correspondence for circulation in order to ensure minutes of meetings are accurately compiled, reflective of discussions and verified prior to circulation and laid down administrative, by :</p> <ul style="list-style-type: none"> • Using word processing applications to prepare minutes and notifications of meetings. • Translating the content of minutes of meetings, notices, etc. into specific official languages to enable officials and representatives to comprehend issues and discussions and forwarding draft documentation to the immediate superior for verification prior to circulation. • Referring to legislation, council resolutions and regulations to enable formulation of resolutions and recommendations arising out of discussions in committee. • Recording and updating registers of attendees to committee meetings and extracting and forwarding information on request with respect to long term / continuous absenteeism of officials and union representatives to committee chairperson. • Updating committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences. <p>To provide administrative and secretarial support to the ward committees, Office of the Speaker and Office of the Mayor within the Council in order to ensure that laid down guidelines are applied and all secretarial and support requirements are met, by :</p> <ul style="list-style-type: none"> • Communicating with relevant Manager or Executive Manager to establish which administrative support is required in both Offices of the Mayor and Speaker. • Providing administrative support to both Offices of Mayor and Speaker. By attention ward committee meetings and provide administrative support. <p>Where advertised : Internal / Newcastle Advertiser / Newcastle Municipal Website</p>

JOBS AND TENDERS ARE NOT FOR SALE



Newcastle Municipality
EYABANTU - FOR THE PEOPLE



TENDERS & VACANCIES

PERSONAL ASSISTANT : POST ID : CORP2

Position	PERSONAL ASSISTANT
Remuneration	R375 294.48 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> Grade 12 National Diploma in Public Administration or equivalent Computer Literacy : MS Word, Excel, E-mail, Communication skills, Human Relations, Protocol Knowledge, Meeting procedures and able to arrange diary.
Experience	<ul style="list-style-type: none"> 3 Years' relevant experience
Responsibilities	<p>ADMINISTRATIVE FUNCTIONS</p> <p>SECRETARIAL SUPPORT</p> <p>Performs specific tasks/activities associated with the provision of Secretarial support, by :</p> <ul style="list-style-type: none"> Scheduling, confirming and updating the diary of the Head of Corporate Services and alerting or indicating priority/urgent meetings requiring attention. Organising, confirming and scheduling meetings/appointments with internal departments/external officials, arranging the venue and attending to catering/refreshments requirements. Arranging flight and accommodation bookings for meetings outside of Newcastle Municipal area, and completing subsistence and travel documentation in respect of the Head of the Department. Copy typing and formatting documents/reports and creates presentations using word processing and related office applications as well as dissemination of such information during meetings. Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/or seeking information and approval of and communicating response established for specific/routine matters. Preparing notification, agendas and minutes for specific meetings (Council/Executive Committee) and attending to the distribution and/or arranging for the collection of documentation prior to scheduled meetings. Reviewing Council and Committee agenda and minutes of meetings and identifying with items associated with section's activities requiring the attention of the Manager : Corporate Services. Compiling schedules for sections (Human Resource Management, Organisational Development and Administration) regard to with resolutions taken at Exco and Council for execution and follow up routinely. Receiving and perusing documents (pointing out obvious mistakes/ discrepancies) and correspondence received from sections before submission to Strategic Executive Director for signature. Drafting reports for submission to Exco and Portfolio meeting for approval of Strategic Executive Director. Drafting letters and memorandums to CoGTA and SALGA for Strategic Executive Director's approval. Attending to daily correspondence received (e-mails, via post and faxes) by replying and/or forwarding to the departments and Directors with further instructions. Attending to Departmental Manco meeting, taking minutes of such meeting and typing minutes for the Strategic Executive Director's approval. Controlling bookings of board room and ensure readiness of overhead projector etc. Monitoring Attendance registers and leave forms - Directors. Controlling of Councilors declaration of interest forms. Perusing correct completion of Sundry and Transport for Councilors and controlling vote - delegated from Municipal Managers Office. Copying and collating of documents for the Strategic Executive Director. Scanning and faxing. Assisting with monthly and quarterly reports - Performance Management Systems. <p>In order to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.</p> <p>INFORMATION RECORDKEEPING</p> <p>Maintains and access records of discussions, instructions and correspondence, by :</p> <ul style="list-style-type: none"> Referencing source documentation, reports and/or instructions using alpha-numeric sequential codes, to facilitate retrieval.

<ul style="list-style-type: none"> Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/documentation. Retrieving supporting documentation and records to facilitate and support query resolution. Follow up on all correspondence and files sent out for reply/approval. <p>In order to ensure records and related information are maintained and details/correspondence supporting specific processes and decisions are accessible and made available to facilitate the execution of necessary actions.</p> <p>GENERAL OFFICE SUPPORT</p> <p>RECEPTIONIST/ TELEPHONIST FUNCTIONS</p> <p>Performs tasks associated with the provision of general office support and a Reception/Telephonist service, by :</p> <ul style="list-style-type: none"> Attending to telephonic calls and visitors to the department, establishing nature of visit and directs requests to appropriate personnel. Attending to the community with regard to service delivery complaints Recording details of enquires and/or messages in the absence of personnel and forwarding for attention upon availability and/ or communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information detailing the facilities and functions of the Municipality. Removing and replacing consumable items (paper, ink) from specific office equipment, transmitting/receiving facsimile and/or attending to the photocopying and circulation of correspondence/documents. Maintaining stocks of standard forms and stationery and completing requisition orders to facilitate the replenishment of items prior to depletion. Attend to repair and maintenance/replacement of items of furniture and equipment and control the use thereof by others. Keep register of goods ordered and issued and maintain records/statistics/annual stock sheets. <p>In order to ensure telephonic calls and enquires are attended to promptly and professionally in accordance with customer service standards and objectives.</p> <p>Where advertised : Internal / Newcastle Advertiser / Newcastle Municipal Website</p>

DEPARTMENT : CORPORATE SERVICES (HUMAN RESOURCES MANAGEMENT)

LABOUR RELATIONS OFFICER : POST ID : CORP118C

Position	LABOUR RELATIONS OFFICER
Remuneration	R375 294.48 per annum (Task Grade 12)
Qualifications	Matric (Grade 12) plus National Diploma in Human Resources/ Industrial Relations/ Labour Law, Computer Literacy - MS Office
Experience	<ul style="list-style-type: none"> 3 Years' relevant experience in a similar environment.
Responsibilities	<ul style="list-style-type: none"> Co-ordinates the implementation of procedures and research sequences associated with disciplinary and grievance cases and enquiries. Undertaking activities to support the Senior Labour Relations Officer in ensuring that industrial relations practices are consistently applied and communicated across the municipality Establishing and maintain appropriate usage and recording of all documentation related to industrial relations policies and procedures. Taking minutes at meetings convened or chaired by Senior Labour Relations Officer on labour relations issues. Ensuring that the minutes, data for reporting and industrial relations documentation is kept up to date and filed appropriately. Arranging venues for all disciplinary and grievance hearings. Attending disciplinary, grievance and appeal hearings as human resources representative and interpreter as requested by Senior Labour Relations Officer

<ul style="list-style-type: none"> Facilitating the successful resolution of employee complaints and grievances Attending to grievances logs by employees as requested by labour relations officer Holding regular discussions with the personnel officer (labour relations) Providing statistical reports on disciplinary, grievance, disputes and appeal cases to the labour relations officer Facilitating / co-ordinating the information sessions regarding conditions of service of municipality employees Provides guidance to staff on procedures and applications associated with specific industrial relations processes Explaining procedures and applications associated with enquires and hearings and/or identifying skills gaps with respect to specific competencies to be prioritized and addressed Outlining roles and responsibilities associated with specific union and shop-floor activities Participating in committees and working groups and providing advice/guidance on the interpretation of policies and procedures impacting/influencing conditions of employment Performs specific administrative tasks/responsibility associated with the functionality Preparing reports on disciplinary/grievance cases referred and attended to, outlining outcomes/awards for submission to the Director : Human Resources and specific committees for perusal and comment Corresponding with the trade unions on specific issues or requests Maintaining case files containing all documents, correspondence and outcome/award determination and/or accessing/retrieving information upon request. <p>Where advertised : Internal / Newcastle Advertiser / Newcastle Municipal Website</p>
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DEPARTMENT : CORPORATE SERVICES (ORGANIZATIONAL DEVELOPMENT)

ORGANIZATIONAL DEVELOPMENT OFFICER: POST ID: CORP118

Position	ORGANIZATIONAL DEVELOPMENT OFFICER
Remuneration	R375 294.48 per annum (Task Grade 12)
Qualifications	Matric (Grade 12) plus National Diploma in Organization and Work- Study or Method Study, Production/ Operations, Industrial Psychology, Management Services or Human Resources qualification with 1 year certificate in Management Services or Work- Study. Valid code B driver's License
Experience	<ul style="list-style-type: none"> 3 Years' relevant experience in a similar environment.
Responsibilities	<ul style="list-style-type: none"> Analyses the various institutions and departments within the Municipality and investigates areas of continuous improvement Conducting investigations to identify deficiencies in existing organizational systems and procedures and recommends control measures to address deficiencies Collecting information to establish facts for inclusion into strategic planning sessions and other forums to support system/procedure/control interventions. Implementing research strategies to identify continuous improvement interventions through the identification of best practices within the local government sphere to adapt the municipality's continuous improvement strategies Participating in the establishment of various institutions within the municipality to offer advice and guidance on the appropriate systems, procedures and controls to be put in place Conducting interviews with departments to investigate and implement improvements to work procedures and methods Co-ordinating the implementation of procedures, systems and controls Serving on committees for restructuring, amalgamation and rationalization Providing an advisory service to management on work study issues Evaluating and commenting on work study concepts and approaches with a view to aligning broader strategies to current functional requirements Reporting to specific Sub- Committees on activities and key outcomes of the Work Study section Performs tasks/activities associated with the administrative and reporting requirements of the functionality Compiling and updating statistical information with respect to interventions implemented and progress thereof Preparing reports on the activities of the Section outlining objectives and accomplishment of outcomes

<ul style="list-style-type: none"> Maintaining the information recordkeeping system, updating files with current correspondence and data and/ or accessing information to support or provide Attending to form design, workspace, functional evaluation and filing systems design and upgrading/improvement. <p>Where advertised : Internal / Newcastle Advertiser / Newcastle Municipal Website</p>
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Detailed CV's can be forwarded to the Directorate : Human Resources, Tower Block, 5th floor, Office no B560, Murchison Street, Private Bag X5621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director : Corporate Services, Dr N Y Mbatha-Mahlubi at 034 - 328 7694.

- 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 : 2 OCTOBER 2020

JOBS AND TENDERS ARE NOT FOR SALE



Newcastle Municipality
EYABANTU - FOR THE PEOPLE



TENDERS & VACANCIES



BID NOTICE - NEWCASTLE MUNICIPALITY

BID NO	BID NAME	DOCUMENT FEE	CIDB GRADING DESIGNATION	TECHNICAL ENQUIRIES	COMPULSORY BRIEFING SESSION/DATE	BID DOC. AVAILABILITY	CLOSING DATE
A050-2019/20	Framework Contract for Contractors for the Upgrading Of Gravel Roads to Surface Standards Inclusive of Associated Storm water within Newcastle on an as and when required basis for a period of 3 year	R300.00	4 CE or Higher	M Nduku 034 328 7898	N/A	8 September 2020	Wednesday, 23 September 2020
A053 - 2019/20	Framework Contract for Hire of Plant, Transport and Equipment on an as and when required basis for a period of 36 Months	R300.00	N/A	M Nsele 034 328 7935 072 828 4803	N/A	8 September 2020	Wednesday, 23 September 2020

The Newcastle Municipality hereby invites bids for the below – mentioned requirements, subject to Council's Supply Chain Management Policy: Bid documents are obtainable from the office of the Strategic Executive Director: Budget & Treasury Services, Municipal Civic Centre (Tower Block): 2nd Floor B218 Supply Chain Management Unit, 37 Murchison Street, Newcastle during office hours between 08h00 to 15h00 **on the above mentioned date.**

Banking Details -The Newcastle Municipality, Nedbank – Account No: **1162660066**, Br Code: 133724 (the proof of payment must reflect the bid number and bidder's name as reference).

Procurement enquiries: Mr S Vilakazi/Mrs D Marais Telephone no.: 034 328 7818/ 7769 sabelo.vilakazi@newcastle.gov.za /dalene.marais@newcastle.gov.za
Only prospective suppliers who are registered on the National Treasury Supplier database are legible to bid. To register on the CSD log onto: www.csd.gov.za

Documents can be downloaded on the E- Tender Portal @ www.etenders.gov.za

Bids will be adjudicated in terms of the Preferential Procurement Regulations, 2017 pertaining to Preferential Procurement Policy Framework Act, 5/2000 and other applicable legislations and other applicable legislations, and will be based on 80/20 points system. Preference points will be awarded to service providers using their B-BBEE status level of contribution. The bids will remain valid for 90 days. The Council reserves the right to accept all, some, or none of the bids submitted, either wholly or in part and it is not obliged to accept the lowest bid. Completed bids in plain sealed envelopes, endorsed "**Bid number and description**" bearing the name, address and bidder's contact details at the back of the envelope should be placed in the bid box provided at the Municipal Civic Centre (Tower Block 1st Floor Rates hall) in 37 Murchison Street, Newcastle by no later than 12.00pm of the closing date where bids will be opened in public. The bid box can only be accessible during the office hours.

Mr. M J Mayisela
Acting Municipal Manager
Newcastle Municipality:
Municipal Civic Centre
37 Murchison Street
Private Bag X6621
Newcastle,
2940



BID NOTICE - NEWCASTLE MUNICIPALITY

BID NO	BID NAME	DOCUMENT FEE	CIDB GRADING DESIGNATION	TECHNICAL ENQUIRIES	COMPULSORY BRIEFING SESSION/DATE	BID DOC. AVAILABILITY	CLOSING DATE
A048 - 2019/20	Provision of short Term Insurance Portfolio for Newcastle Municipality for a contract period of 36 Months	R300.00	N/A	Ntando Khumalo 034 328 7658	N/A	Thursday, 10 September 2020	Wednesday, 30 September 2020

The Newcastle Municipality hereby invites bids for the below – mentioned requirements, subject to Council's Supply Chain Management Policy: Bid documents are obtainable from the office of the Strategic Executive Director: Budget & Treasury Services, Municipal Civic Centre (Tower Block): 2nd Floor B218 Supply Chain Management Unit, 37 Murchison Street, Newcastle during office hours between 08h00 to 15h00 **on the above mentioned date.**

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QUOTE OF THE WEEK!

NEWCASTLE MAYOR CLLR. DR NTUTHUKO MAHLABA MAKES A PASSIONATE PLEA.

“Today we declare war against Gender-Based Violence. As the Newcastle Municipality, we call upon all morally grounded men to stand up against this monster, which seeks to dehumanize women. Enough is enough. The buck stops with this generation, and we aren't ashamed to be in the forefront,” Newcastle Municipality Mayor Cllr Dr Ntuthuko Mahlaba.



**STOP
VIOLENCE
AGAINST
WOMEN**

