



## **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  
Chief Audit Executive  
**FROM :** Directorate: Human Resources  
**REF NO :** HR 5/3/2/1  
**ENQUIRIES :** T H Sithole  
**DATE :** 13 August 2020

### **INTERNAL MEMORANDUM**

#### **HR CIRCULAR NO. 18/2020 : 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.

  
M J DLADLA  
DIRECTOR : HUMAN RESOURCES

13 Aug 20

  
DR N Y MBATHA-MAHLUBI  
SED : CORPORATE SERVICES

13/8/20

# NEWCASTLE MUNICIPALITY VACANCIES

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

## **DEPARTMENT: TECHNICAL SERVICES (WATER SERVICES)**

|                        |   |
|------------------------|---|
| Position               | <b>CALL CENTRE AGENT: POST ID: TS1025</b>   |
| Remuneration           | R212 422,38 per annum TASK GRADE 8  |
| Qualifications         | Grade 12, NQF Level 5-An appropriate or relevant qualification in Customer Care Service, Computer Literacy and Customer Service Training.   |
| Additional Requirement | Able to deal with difficult customers, listening and exceptional problem solving skills   |
| Experience             | <ul style="list-style-type: none"> <li>• 1-2 years' experience</li> </ul>   |
| Responsibilities       | <ul style="list-style-type: none"> <li>• Handle incoming requests from customers and ensure that issues are resolved both promptly and thoroughly.</li> <li>• Logging customer queries onto the EMIS system.</li> <li>• Provide customer satisfaction, quality service and support to internal and external customers.</li> <li>• Attend to walk- in customers</li> <li>• Troubleshoot customer issues over the phone</li> <li>• Assist customers over the phone</li> </ul> |
| Where advertised       | Internal/ Newcastle Advertiser/ Municipal Website   |

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| Position         | <b>MULTI- SKILLED LABOURER: POST ID: TS1701</b>   |
| Remuneration     | R156 059,84 per annum TASK GRADE 6  |
| Qualifications   | Grade 11 or equivalent qualification, be able to speak one official language either IsiZulu, English or Afrikaans   |
| Experience       | <ul style="list-style-type: none"> <li>• 6 months general worker/ relevant experience</li> </ul>  |
| Responsibilities | <ul style="list-style-type: none"> <li>• Performs manual excavation and backfill of trenches according to procedures with the use of picks, spades and wheelbarrows.</li> <li>• Performing removal and replacing of pipe sections, couplings, valves and meters, do backfilling according to maintenance standards.</li> <li>• Clean equipment and tools and ensure storage of tools and equipment.</li> <li>• Loads, off-loads material and equipment required to effect maintenance work onto or from vehicles.</li> <li>• Adherence to quality and quantity of work performed on a daily basis by compliance with safety and health regulations to ensure safe working environment.</li> <li>• Performs installation and maintenance of water and sewer networks.</li> </ul> |
| Where advertised | Internal/ Newcastle Advertiser/ Municipal Website   |

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| Position         | <b>SMALL MACHINE OPERATOR: POST ID: TS1320</b>   |
| Remuneration     | R188 679,01 per annum TASK GRADE 7   |
| Qualifications   | Grade 12, Valid Code B/ EB driver's License and be familiar with OHS Act   |
| Experience       | <ul style="list-style-type: none"> <li>• 1 year tears practical experience relative to water and sewage delivery systems relevant experience.</li> </ul>   |
| Responsibilities | <ul style="list-style-type: none"> <li>• Operate grass cutting equipment and machines for proper ground maintenance at the treatment works and pump stations.</li> <li>• Operate tree- pruning and cutting equipment for proper housekeeping at the treatment works water and pump stations.</li> <li>• Operate water reticulation machinery such as the compressor, tar cutters etc in order to be</li> </ul> |

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|                  | <p>effective.</p> <ul style="list-style-type: none"> <li>• Maintain all tools and machinery in good working order.</li> <li>• Compliance with SHE procedures and regulations to ensure safe working environment</li> <li>• Fabricates and install/ erects and modifies equipment such as pipe stays and steel building structures as required.</li> <li>• Report all defects or problematic issues to foreman/ supervisor and assist to correct where required.</li> <li>• Adherence to quality and quantity of work performed safety policy and procedures on daily basis.</li> </ul> |
| Where advertised | Internal/ Newcastle Advertiser/ Municipal Website  |

|                  |   |
|------------------|---|
| Position         | <b>ARTISAN PLUMBER: POST ID: TS1821</b>   |
| Remuneration     | R317 887,71 per annum TASK GRADE 11   |
| Qualifications   | Grade 12 plus National Certificate: Water and Wastewater Reticulation Services (NQF Level 2), Trade test must be an added advantage, valid code B/BE driver's license, be familiar with OHS act   |
| Experience       | <ul style="list-style-type: none"> <li>• 2 years practical relative to water and sewage delivery systems. Practical experience in the basic trade areas.</li> </ul>   |
| Responsibilities | <ul style="list-style-type: none"> <li>• Perform construction work, maintenance and repairs on water and sewer pipelines without supervision and according to procedures.</li> <li>• Organise human resources, materials, equipment and support from external sources to cover the maintenance, repairs and housekeeping functions on an 8 hour/ day basis as well as with the standby staff covering in the back shifts.</li> <li>• Estimate time, materials and equipment required for assigned jobs.</li> <li>• Maintain records of work performed, resources and parts used.</li> <li>• Ensure that quality control standards are adhered to.</li> <li>• Effective and efficient control of plant and machinery hire.</li> <li>• Execute tasks in the most effective manner in order to minimize downtime on disruption in the delivery of the service.</li> <li>• Propose improvements to be made on current network design shortfalls.</li> </ul> |
| Where advertised | Internal/ Newcastle Advertiser/ Municipal Website   |

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| Position         | <b>FOREMAN: POST ID: TS1920</b>  |
| Remuneration     | R375 294,48 per annum TASK GRADE 12  |
| Qualifications   | Matric, Relevant 3 year tertiary qualification i.e. National Diploma or Degree, Trade Test, Valid Driver's License.  |
| Experience       | <ul style="list-style-type: none"> <li>• 3 Years' relevant experience.</li> </ul>  |
| Responsibilities | <ul style="list-style-type: none"> <li>• Plan the activities around the reticulation networks and pump stations in terms of maintenance, repairs and housekeeping by drawing up schedules and procedures to perform tasks and get management approval.</li> <li>• Organize human resources, material, equipment and support from external sources to cover the maintenance, repairs, housekeeping functions on an 8 hours/day basis with the standby staff covering the back shifts. Ensure all instructions for the identification of existing services are issued.</li> <li>• Hands on training of staff and clear instructions to sub-ordinates.</li> <li>• Quality control of tasks performed and discipline of staff to ensure corrective action.</li> <li>• Control timekeeping and attendance of sub-ordinates.</li> <li>• Effective and efficient control of plant and machinery hire.</li> <li>• Ensure that the network performs to the design criteria in terms of waste water collection and delivery to the WWTP.</li> <li>• Ensure optimum utilization of available equipment in pump stations.</li> </ul> |
| Where advertised | Internal/ Newcastle Advertiser/ Municipal Website  |

Detailed CV's can be forwarded to T H Sithole and be placed in the box with Security in the Rates Hall, Tower Block, 1<sup>st</sup> Floor Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director: Technical Services: Mr S Chauke at 034- 328 7926.

- 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 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.

**NB: AFRICAN FEMALES ARE ENCOURAGED TO APPLY**

**CLOSING DATE: 04 SEPTEMBER 2020**