

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

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

**DEPARTMENT: DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS**

**MANAGER : RURAL SETTLEMENT DEVELOPMENT : POST ID : DPHS110**

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| Position | **Manager : Rural Settlement Development : Post ID – DPHS110** |
| Remuneration | **R617 551,45 per annum (Task Grade 16)** |
| Qualifications | * Matric (Grade 12) * National Diploma or Degree in Public Administration/Development Studies/Public Management/Project Management or equivalent qualification * Code EB Driver’s license * Must be physically fit as this post involves site inspections and also site visits |
| Experience | * 4 – 5 years relevant experience in Housing Development and Project Management |
| Responsibilities | * Provide professional advice on qualified service providers that will assist the municipality to deliver. * Liaise with and advise council on new housing programmes provided by the Department of Human Settlements. * To give the Municipal housing delivery and strategic direction pertaining to rural settlement developments, special housing programmes and accreditation Level 11. * Ensure that Newcastle Municipality submit application to both National and Provincial of Human Settlements. * Managing and control informal settlements and formalizing thereof. * Determine alternative housing solution to the residence of Newcastle. * Interacting with the community at large with regards to housing related issues. * Responsible for the project management of all housing development projects in Newcastle. * Responsible for writing reports to the Portfolio committee, Exco and Council. * Monitoring Project Deliverables against milestones and critically examines interim reports with a view to identify and address deviations from agreed scope of work. * Attending project management with appointed consultants and analyzing strengths, weakness, constraints and alternatives and providing recommendations and explanations with respect to specific strategic for adoption. |
| Where Advertised | Internal / Newcastle Advertiser / Newcastle Municipal Website |

**MANAGER : REAL ESTATE : POST ID : DPHS75**

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| Position | **Manager : Real Estate** |
| Remuneration | **R617 551,45 per annum (Task Grade 16)** |
| Qualifications | * National Diploma / Degree in Real Estate and Property Management or Law * Registration as a Professional Valuer / Professional Associate Valuer * Driver’s license * Must be physically fit to perform inspections on site * Be able to communicate in one of the official languages (IsiZulu, English or Afrikaans) |
| Experience | * 4-5 Years working experience in related field. |
| Responsibilities | * Developing, implementing and monitoring of land release acquisition and municipal land holdings management programmes. * Monitoring sequences with respect to the formulation of spatial planning strategy and plans, projects, project mapping, scoping and guidance with respect to the interpretation of procedures and requirements. * Determining the applicability of development proposal in respect of social, visual, functional, temporal and perceptual dimensions with a view to align content. * Executing and attending to the application of financial recording and reporting procedures with respect to capital works and operating expenditure. * Develop and maintain working partnership with key national and provincial departments, the private sector and external organizations. * Conduct and interpret survey and research date information to provide meaningful information that can be used in decision making on municipal land acquisitions and disposal. * Preparing detailed technical report outlining specific constraints and opportunities for changing key performance areas to sustain the quality of output. |
| Where Advertised | Internal / Newcastle Advertiser / Newcastle Municipal Website |

**Detailed CV’s can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For full details on these vacancies go to** [**www.newcastle.gov.za**](http://www.newcastle.gov.za)**. For further information you may contact the Strategic Executive Director : Development Planning and Human Settlements : Mr V Govender 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.

**CLOSING DATE : 26 FEBRUARY 2021**