

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**CS31/2021**

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

**DEPARTMENT : COMMUNITY SERVICES**

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| Position | **MANAGER : WASTE : POST ID : COMM1410** |
| Remuneration | R617 551,45 per annum (Task Grade 16) |
| Qualifications | * Matric (Grade 12)
* National Diploma or Degree in Environmental Health, Waste Management or related field
* Computer Literacy (MS Office)
* Valid Driver’s license (Code EB)
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| Experience | * 5 years’ supervisory experience in Waste Management field
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| Responsibilities | * Functional control, planning and co-ordination of the solid waste function
* Ensuring productivity and performance
* Technical Functions including preparing of relevant specification
* Maintaining operational efficiency
* Co-Ordinate Administration function
* Relevant reporting in terms of performance
* Implementing and updating operational procedures
* Managing the Education and Awareness function
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| Position | **CHIEF FIRE OFFICER : POST ID : COMM300** |
| Remuneration | R617 551,45 per annum (Task Grade 16) |
| Qualifications | * Matric (Grade 12)
* Higher Diploma in Fire Technology (SAESI) or (NQF 6)
* Code EC Driver’s license
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| Experience | * 5 years’ working experience in related field
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| Responsibilities | * Communicating with Director: Community Safety on specific Key Performance Areas (Fire Prevention, Rescue Services, Training etc.)
* Analyzing service delivery trends and capacity in preparation of capital and operational estimates
* Reporting on implementation outcomes with regards to project related interventions and work in progress
* Defining / adjusting the role boundaries, workflow processes and job design
* Determining staffing levels and preparing motivations for the filling of vacancies
* Participate in the recruitment and selection process
* Conducting appraisals to measure performance against agreed objectives
* Communicating to personnel through verbal and written mediums
* Inspecting work sites and/ or conducting observations of work sequences
* Discussing and/ or investigating workplace accidents / incidents
* Evaluating the operating functionality and condition of vehicles, plant and equipment
* Monitoring the implementation of fire prevention policies
* Providing guidelines on application of fire protocols
* Assessing the quality and standard of fire plans and evacuation procedures
* Monitoring the maintenance and usage of fire systems and evacuation procedures
* Co-ordinating fore training for staff as necessary
* Conducting and assessing Fire Awareness Programmes for the Newcastle community
* Preparing reports on al investigations and crimes falling within the ambit of the fire functionality
* Controlling Budget allocations
* Completing instructional / operational documentation
* Compiling investigational reports and / or responses to correspondences and queries
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| Position | **TRACTOR DRIVERS (X8) : POST ID : COMM851, COMM855, COMM859, COMM861, COMM865, COMM867, COMM873 & COMM875** |
| Remuneration | R188 679,01 per annum (Task Grade 7) |
| Qualifications | * NQF 1 (Abet Level 4) qualification
* Code B Driver’s license & PDP
* Be physically and mentally fit
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| Experience | * 1 years’ experience
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| Responsibilities | * Commencing with assembly / disassembling sequences associated with trailers or specific specialized equipment
* Inspecting safety devices, controls, lubricant levels etc. on vehicles and reports defects
* Mowing open spaces, sidewalks and sports facilities
* Ploughing, rotating, harrowing, gras planting
* Watering of trees and flowers / plants
* Application of chemicals and fertilizers
* In Winter – assist with general horticultural and cemetery duties
* Any other tasks allocated by the immediate superior
* Clearing of field and hazardous instruments before cutting grass
* Filling daily vehicle inspection sheet
* Completion of log sheets
* Any other duties required during the winter season.
* Any other delegated duty as given by the immediate supervisor.
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| Position | **SMALL MACHINE OPERATORS (X8) : POST ID : COMM904, COMM906, COMM940, COMM945, COMM946, COMM958, COMM969 & COMM979** |
| Remuneration | R188 679,01 per annum (Task Grade 7) |
| Qualifications | * Grade 7
* NQF Level 1
* Bilingualism
* Communication Skills
* Be physically and mentally fit
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| Experience | * 1 years’ experience
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| Responsibilities | * Responsible for grass cutting on open spaces, verges, sport field and cemeteries
* Inspecting machinery, equipment and tools used in order to identify defects
* Reporting defects to supervisor
* Cleaning of machinery, equipment and tools using rags, water and air blowers
* To ensure safety storing and stacking of equipment
* Inspecting oil and fuel levels and adding oil and fuel as and when necessary as issued by supervisor
* Field inspection before commencing cutting grass
* Reporting of any incident occurring during grass cutting
* And any order duties related to grass cutting.
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| Position | **SEMI-SKILLED LABOURERS (X4) : POST ID : COMM986, COMM992, COMM1041 & COMM1044**  |
| Remuneration | R132 192,15 per annum (Task Grade 5) |
| Qualifications | * NQF Level 2 qualification
* Basic numeracy and literacy required to perform the functions associated with the post
* Be physically fit and able bodied
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| Experience | * 6 months experience
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| Responsibilities | * Planting trees, shrubs, groundcovers and seedlings under the supervision of immediate superior
* Digging grave as and when necessary
* Erecting and repairing fences on municipal property
* Assist with pruning trees
* Providing general assistance during construction activities e.g. Plumbing, paving and painting
* Assisting with the spraying of herbicides
* Assist with the notification
* Performing general duties in parks and gardens e.g. Picking litter, weeding and watering, grass cutting and other general gardening work.
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**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 further information you may contact the Director : Arts, Culture and Amenities : Ms. TM Mjilo at 034 – 328 7759.**

* 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.

**CLOSING DATE : 16 JULY 2021**