



**NEWCASTLE MUNICIPALITY
VACANCIES
CS15/2022**

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

DEPARTMENT : GOVERNANCE AND SUPPORT SERVICES

Position	DIRECTOR : IGR, PP AND SD : POST ID : SG12000
Basic Salary	R772 690,89 per annum (Task Grade 17)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • Degree (NQF Level 7) in Social Sciences, Public Administration or equivalent • Valid driver's license • Applicants must be bilingual
Experience	<ul style="list-style-type: none"> • 5 – 6 Years' experience in a managerial position
Responsibilities	<p>DUTIES THAT SHOULD BE MENTIONED IN THE ADVERTISEMENT:</p> <p>KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> • Understanding of the South African Local Government environment, including the policy and legislative framework • Ability to lead in a multidisciplinary environment • Diversity facilitation and proven capability to interact at different levels • Business communication (especially report writing, but including feedback & presentation • Ability to draft, analyze and interpret reports <p>RESPONSIBILITIES</p> <p>Reporting to the SED: Governance and Support Services, the post operates at a senior level and provides support to the business functions within the Newcastle Municipality with the main focus being:</p> <ol style="list-style-type: none"> 1 Implementation of the strategic goals as identified in the Integrated Development Plan of the Municipality. 2 Ensure effective management, impact and compliance of legislation and policies in respect of, amongst others the following Key Performance Areas : <ol style="list-style-type: none"> (a) Intergovernmental Relations <ul style="list-style-type: none"> - District Development Model - Integrated Service Delivery Model - War Room functionality <ul style="list-style-type: none"> • To provide advice and support to wards and war rooms on key governance and intergovernmental relations issues with particular focus on: Councillor Support; Good Governance, Oversight, Accountability, Public Participation and inclusive governance; as well as Traditional leadership and its role in local democracy and development • Provide substantive input on relevant policy and legislation • To participate in relevant district, provincial and national intergovernmental relations structures • To coordinate and provide support to local, district, provincial and national working groups

	<ul style="list-style-type: none"> • Facilitate capacity building initiatives and knowledge sharing sessions for councillors and officials dealing with Governance and Intergovernmental Relations • Monitor the functionality of Intergovernmental Relations at ward and local level <p>(b) Public Participation</p> <ul style="list-style-type: none"> - Ward committee functionality - Municipal Rapid Response Task Team <ul style="list-style-type: none"> • Develop and implement a Community Public Participation Policy that supports all community-based activities • Establish an appropriate feedback mechanism to the public; • Ensure that the citizen participation processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public officers and participants; • Maintain a depository of all information, correspondence and documentation on public participation and citizen petitions within the municipality • Assessing the public responsiveness to public participation and making recommendation to Council • Ensure that the citizen participation processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public officers and participants • Advise the Council on the appropriate policies, plans and strategies for enhancing public participation <p>(c) Social Development</p> <ul style="list-style-type: none"> - Target groups Empowerment - Civil Society Mobilization - Psycho– Economic Empowerment <ul style="list-style-type: none"> • To promote, facilitate, coordinate, and monitor the realization of the rights of women, men, youth, children, senior citizens and people with disabilities. • To accelerate a municipal response towards issues of vulnerable groups. • To mainstream issues of vulnerable groups into municipal processes, programmes and projects. • Advocating for the vulnerable groups i.e., youth, gender, children, senior citizens and people with disabilities • Advising the municipality on addressing issues of the vulnerable groups e.g., development of policies, strategic documents • Co-ordinating and implementing all municipal programs relating to the vulnerable groups
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Position	MANAGER : PUBLIC PARTICIPATION : POST ID : SG12200
Basic Salary	R639 165,75 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma or Degree in Public Administration or Political Sciences or equivalent • Valid driver's license and own vehicle • Applicants must be bilingual
Experience	<ul style="list-style-type: none"> • 5 Years relevant experience
Responsibilities	<p>DUTIES THAT SHOULD BE MENTIONED IN THE ADVERTISEMENT:</p> <p>COMPETENCIES:</p> <ul style="list-style-type: none"> • Understanding of the Local government policy and legislative framework • Ability to work with women and children in all demographics. • Ability to draft and present reports • High level of communication and interpersonal skills • Demonstrate managerial and project management skills

	<p>RESPONSIBILITIES</p> <p>Reporting to the Director : IGR, PP and SD, this post operates at a managerial level to implement the functions within the Newcastle Municipality with the main focus being:</p> <ol style="list-style-type: none"> 1. Monitor and evaluate the functionality of the ward committees 2. Facilitate the Municipal Rapid Response Team <ol style="list-style-type: none"> (a) Ward Committees <ul style="list-style-type: none"> • Responsible for providing / refining and implementing public participation process and policy. • Compiling and reviewing policy related to good governance documents with regards to public participation development. • Establish and manage ward committees • Ensure that ward committees are representational of the community. • Ensure that ward committees participate in all relevant municipal structures including war rooms. • Provide logistic support in the office of the Speaker in order to enhance public participation. • Managing and coordinate all public participation programmes in the municipality • Work closely with the IGR section to ensure community and stakeholders participation in the municipality programme. • Consolidate wards' monthly reports • Facilitate ward councilors' forum • Compile and disseminate ward notices or communiques. • Facilitate the development of the ward passed plans • Facilitate capacity building for ward committees. • Coordinate constituency meetings (b) Municipal Rapid Response Team <ul style="list-style-type: none"> • Coordinate MRRT meetings • Monitor the implementation of the MRRT resolutions • Work closely with the Customer Care section in receiving and monitoring community complaints • Ensure that members of the MRRT are capacitated to prompt responses. • Work closely with IGR in ensuring that cases received are tabled at the MRRT
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Position	SOCIAL DEVELOPMENT OFFICER : WOMAN AND CHILDREN : POST ID : SG12158
Basic Salary	R388 429,79 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma or Degree in Social Science or Human Science or equivalent qualification • Valid driver's license • Applicants must be bilingual
Experience	<ul style="list-style-type: none"> • 3 Year's relevant experience
Responsibilities	<p>DUTIES THAT SHOULD BE MENTIONED IN THE ADVERTISEMENT:</p> <p>KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> • Understanding of the Local government policy and legislative framework • Ability to work with women and children in all demographics. • Ability to draft and present reports • Ability to communicate efficiently and effectively.

RESPONSIBILITIES

Reporting to the Senior Social Development Officer the post operates at an operational level and provides support to the business functions within the Newcastle Municipality with the main focus being:

1. Implementation of the strategic plan gender-based violence and femicide
2. Implementation of women and children programmes and projects, which include among others :-
 - (a) Women Protection and Empowerment
 - To ensure that the socio-economic empowerment and rights of women, and children are mainstreamed across all sectors of society.
 - To monitor the extent to which women's social and economic circumstances are significantly improved.
 - To promote, advocating for and monitoring their empowerment and gender equality.
 - To promote the understanding of their differential circumstances in society,
 - To facilitate and monitor capacity building and skills development for them to participate meaningfully in all areas of the economy and the workplace.
 - To strengthen delivery capacity in Newcastle to roll out evidence-based prevention programmes;
 - To supervise and facilitate women's forum programmes and projects.
 - To monitor changed behavior and social norms within key groups as a result of the rollout of evidence-based prevention interventions;
 - To strengthen programming that addresses the restoration of human dignity, builds caring communities and responds to historic and collective trauma;
 - To facilitate community and institutional responses to provide integrated care and support to GBV survivors and their families that takes into account linkages between substance abuse and HIV and AIDS.
 - To coordinate and reinforce existing response, care and support services by the state and civil society in ways that are victim-centred and survivor-focused to facilitate recovery and healing;
 - To work closely with the criminal justice system to address all impunity,
 - Coordinate accelerated initiatives that address women's unequal economic and social position, through access to government and private sector procurement, employment, housing, access to land, financial resources and other income generating initiatives;
 - Advocate for safe workplaces that are free of violence against women.
 - Lobby and advocate for commitment through policy interventions by Council, private sector and other key stakeholders to eliminate the impact of economic drivers of GBV.
 - (b) Child Protection and Empowerment
 - Encourage good practice by promoting and championing the child protection policy and procedures.
 - Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
 - Work with Community Services to ensure that children facilities are in order.
 - Raise awareness on child protection
 - Establish and monitor the Child Protection Forum.
 - Work closely with the Early Childhood Development centers.
 - Keep abreast of developments in the field of child protection
 - Attending relevant training or events
 - Organize appropriate training for all adults working/volunteering with children in the club.
 - Establish and maintain contact with local statutory agencies including the police and social services.
 - Respond appropriately to disclosures or concerns which relate to the well-being of a child.
 - Maintain confidential records of reported cases and action taken.
 - Where required liaise with the statutory agencies and ensure they have access to all necessary information.

	<ul style="list-style-type: none"> Working jointly with guardians, parents, the community, government, and civil society to meet the needs of children, and families who come into contact with the child protection system
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Position	SOCIAL DEVELOPMENT OFFICER : DISABILITY AND SENIOR CITIZENS : POST ID : SG12155
Basic Salary	R388 429,79 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> Matric / Grade 12 National Diploma or Degree in Social Science or Human Science or equivalent qualification Valid driver's license Applicants must be bilingual
Experience	<ul style="list-style-type: none"> 3 Year's relevant experience
Responsibilities	<p>DUTIES THAT SHOULD BE MENTIONED IN THE ADVERTISEMENT :</p> <p>KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> Knowledge and understanding of relevant legislation governing local government. Have knowledge and experience in stakeholder relations management. Facilitations, planning and report writing skills. Computer literacy. Good communications skills. Planning and coordination skills, <p>RESPONSIBILITIES</p> <p>Reporting to the Senior Social Development, the post operates at an implementation level and provides support to the business functions within the Newcastle Municipality with the main focus being:</p> <ol style="list-style-type: none"> To implement the developmental role of the municipality by supporting and empowering People with Disabilities and Senior Citizens. <ol style="list-style-type: none"> Municipal Developmental Role: People with Disabilities <ul style="list-style-type: none"> To act as a catalyst for affirmative action with respect to People with Disabilities. Assist in providing a coordination framework for the effective implementation of People with Disabilities programmes at the local and ward levels. To ensure that Disability issues are routinely considered in all sectoral and municipal strategic planning exercises. To liaise with departments and stakeholders in facilitating the awareness's and programs for people with disabilities. To identify and coordinate people with disabilities trainings and educational empowerments. To prioritize key concerns and initiate policy and action-orientated research relevant to disabilities mainstream. To advice and brief the counsel on matters pertaining to the empowerment of the disabled society. To assist in reviewing all policies, projects, and programmes for people with disabilities. To establish and maintain the effectiveness of the Disability forum To facilitate sustainable socio-economic projects and programmes . To facilitate the participation of People with Disabilities in all societal activities. Municipal Developmental Role: Senior Citizens Human <ul style="list-style-type: none"> To develop, promote and communicate the understanding of older persons, specifically the cause of undermining their well-being as well as actions required to address the causes. To strengthen Senior Citizens capacity at all levels by providing necessary framework, guidance, and support to all sectors. To Facilitate awareness raising, advocacy and lobbying on older person's rights.

	<ul style="list-style-type: none"> • To assist in providing a co-ordination framework for the effective implementation of senior citizens programmes at the local and ward level. • To ensure that senior citizens issues are routinely considered in all sectors and municipal strategic planning exercise. • To assist in reviewing all policies, projects, and programmes for older person implications. • Align local municipal senior citizens development plans as part of the IDP process. • To establish and maintain the effectiveness of the Senior Citizens forum • To promote the Older Persons Act (Act no. 6 of 2006) within the broader framework of human rights.
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Position	ADMINISTRATION OFFICER : POST ID : SG12201
Basic Salary	R329 013,78 per annum (Task Grade 11)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma in Public Management or Local Government or equivalent qualification • Computer Literate • Applicants must be bilingual
Experience	<ul style="list-style-type: none"> • 2 Year's relevant experience
Responsibilities	<p>COMPETENCIES</p> <ul style="list-style-type: none"> • Good planning and organization skills • computer literacy • decision making and Communication • analytical skills and problem solving • Presentation • negotiation and problem solving • Knowledge of the local government sector and applicable legislation • Basic understanding of IGR and SD process through understanding of the local Newcastle Municipality. <p>RESPONSIBILITIES</p> <p>Reporting to the Manager : Governance and Support Services, the post operates at a senior level and provide support to the business functions within the Newcastle Municipality with the main focus being:</p> <p>1. Provision of administration to the Social Development Section as well as the Directorate.</p> <ul style="list-style-type: none"> • Render support to IGR & vulnerable groups within the municipal area by planning and prioritizing of key administrative and support requirements in relation to Council. • Maintaining correspondence and records relating to the activities and programmes. • War room visitation, fora visitation, attending meetings and programs • Perform administrative work in support of the section functions and daily operations. • Co-ordinate all arrangements for functions, events, meetings, workshops for forums • Order/ purchase stationery as well as other office supplies for the unit • Act as the general receptionist for the unit. • Coordinate courier services and deliveries • Order or purchase stationary and other office supplies for the section. • Receiving and collection of reports from forums and OSS for the purpose of SDBIP submissions • Compiling of Year Plan according to PMS expectations. • Make travel arrangements for the section • Co-ordinate courier services and deliveries • Hall bookings

Position	WARD COMMITTEE OFFICERS (X3) : POST ID'S : SG12250, SG12251 AND SG12252
Basic Salary	R388 429,79 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma in Public Management or Local Government or equivalent qualification • Valid driver's license • Applicants must be bilingual
Experience	<ul style="list-style-type: none"> • Minimum of 3 Year's relevant experience
Responsibilities	<p>DUTIES THAT SHOULD BE MENTIONED IN THE ADVERTISEMENT:</p> <p>COMPITENCIES</p> <ul style="list-style-type: none"> • Understanding of the Local Government. • Demonstrates integrity by modeling the public administration values and ethical standards. • Demonstrates commitment to the municipal mission, vision, and values. • Demonstrates understanding and commitment to the Integrated Development Plan and Intergovernmental Relations principles • An excellent sense of judgment. • Creativity and innovation for coordination and implementation of activities; • Excellent organizational skills and ability to handle multiple tasks effectively • Dependability, reliability, and initiative. <p>RESPONSIBILITIES</p> <p>Reporting to the Senior Ward Committee Officer, the post operates at the ward level to implement the functions within the Newcastle Municipality with the main focus being:</p> <ol style="list-style-type: none"> 1. To ensure the functionality of the ward committees <ul style="list-style-type: none"> • Ensure that ward committees are established. • Arrange and coordinate ward committee meetings. • Ensure that the criteria of establishing ward committees are updated from time to time and properly communicated to all stakeholders. • Facilitate monthly ward committee meetings • Ensure that ward committees attend war room meetings • Submission and tabling of reports and plans • Work with the municipal Social Development to address the needs of the target groups. • Work with IGR to address the needs and priorities of the ward and to provide feedback on the functions rendered by the municipality in the ward. • Work closely with the ward councilor • To formulate recommendations to be submitted to the municipality through the councilor • Keep record and attend to all complaints, queries and request received from the community., through the councilor. • Provide necessary support and guidance on the work of ward committees • Distribution of municipal publications as required • Management and updating ward committee profiles as well as database of indigent households. • Participation on plans and programme of municipalities and other spheres of government impacting on the ward development. • Facilitate the participation of the communities in all the affairs of the municipality • To maintain sound public relations and present a positive image of the Council by ensuring that operational offices for ward committees at ward level are equipped and that critical documents e.g. IDP are accessible. • Prepare schedule of monthly paid to ward committees in line with the guidelines adopted by Council.

Position	COMMUNITY DEVELOPMENT FACILITATOR (X2) POST ID'S : SG12140 AND SG12141
Basic Salary	R195 282,77 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • Effective and efficient communication skills • Computer Literacy • Applicants must be bilingual
Experience	<ul style="list-style-type: none"> • One (1) Year relevant experience
Responsibilities	<p>DUTIES THAT SHOULD BE MENTIONED IN THE ADVERTISEMENT:</p> <p>COMPETENCIES</p> <ul style="list-style-type: none"> • Understanding of the Local Government. • Demonstrates integrity by modeling the public administration values and ethical standards. • Demonstrates commitment to the municipal mission, vision, and values. • Demonstrates understanding and commitment to the Integrated Development Plan and Intergovernmental Relations principles • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. • Treats all people fairly without favoritism. • An excellent sense of judgment. • Creativity and innovation for coordination and implementation of activities; • Excellent organizational skills and ability to handle multiple tasks effectively • Dependability, reliability, and initiative. • Sense of confidentiality. <p>RESPONSIBILITIES</p> <p>Reporting to the Operation Sukuma Sakhe (OSS) Coordinator, the post operates at the ward level to implement the functions within the Newcastle Municipality with the main focus being:</p> <ol style="list-style-type: none"> 1. Ward based operations 2. Community Development and Intergovernmental Relations <ul style="list-style-type: none"> • Mobilize war rooms to identify problems and possible interventions • To facilitate community member participation towards project ownership • To plan, implement, monitor and evaluate training programmes for war room members; • Coordinate trainings for community members in leadership • Coordinate (plan, implement, monitor, and evaluate) strategic communication programmes for both key project messages and behavior change • To strengthen the overall performance of the ward task team. • Develop appropriate follow-up tools and organize follow - ups to ensure smooth progress of activities. • Monitor and evaluate psycho-socio-economic progress within the ward • Promote high level of collaboration, communication and co-operation with government, civil society and private sector. • Facilitate identification of appropriate intervention and develop capacity in the community to write proposals for presentation to donors for funding • Carry out any other relevant duties that may be assigned by the OSS Coordinator.

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 Acting Municipal Manager, Mr Z W Mcineka at 034 – 328 7750.

- 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 : 13 MAY 2022

