



DIRECTORATE : HUMAN RESOURCES MANAGEMENT
Strategic Executive Directorate : Corporate Services

TO : **Municipal Manager**
SED : Development Planning & Human Settlements
Acting SED : Budget and Treasury Office
SED : Technical Services
SED : Corporate Services
Acting SED : Community Services
SED : Strategic and Governance Support Services

FROM : **Directorate : Human Resources Management**

REF NO : **HR 4/1/2/1**

ENQUIRIES : **T H Sithole**

DATE : **21 September 2022**

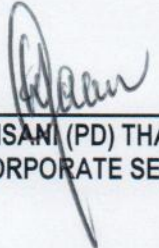
INTERNAL MEMORANDUM

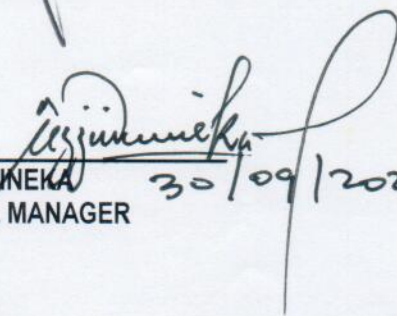
HR CIRCULAR NO. 29/2022 : ADVERTISEMENT OF VACANCY

Attached please find advertisement of a vacancy 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.

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.

 23/09/22
DR DUMISANI (PD) THABETHE
SED : CORPORATE SERVICES

 30/09/2022
MR Z W MCINERNEY
MUNICIPAL MANAGER



**NEWCASTLE MUNICIPALITY
VACANCIES**

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

DEPARTMENT : GOVERNANCE AND SUPPORT SERVICES

Position	MANAGER : IGR AND SOCIAL DEVELOPMENT : POST ID : SG210
Basic Salary	R670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • Degree in Social Sciences / National Diploma in Public Administration or equivalent qualification • Valid driver's license
Experience	<ul style="list-style-type: none"> • 5 Years' relevant experience
Responsibilities	<p>Reporting to the Director : IGR, PP and SD, the post operates at a management 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 efficient management on the following Key Performance Areas : <p>(a) Intergovernmental Relations</p> <ul style="list-style-type: none"> - Operation Sukuma Sakhe : War Room functionality - District Development Model <p>(b) Social Development Programmes</p> <ul style="list-style-type: none"> - Women - Children - People living with disabilities - Senior Citizens - Men - People living with HIV/Aids - Substance Abuse - Civil Society <p>MANAGING, PROMOTING AND MONITORING IGR AND SOCIAL DEVELOPMENT</p> <p>Handle all IGR and Social Development related issues and activities, by :</p> <ul style="list-style-type: none"> • Lobbying and advocating for target groups • Advising, researching, advocacy and monitoring of policy/ strategy that relate to IGR and Social Development programmes. • Promoting social interaction, community intervention/involvement and participation to ensure the promotion and development of community awareness • See to it that liaison with relevant internal and external role-players on community matters is enhanced to ensure the provision of services • Mainstreaming social development programmes within the municipal departments • Participating in community facilitation programmes in the community which will require travelling to rural areas • Attend to and address the public on issues and problems related to social development and liaison issues

	<ul style="list-style-type: none"> • To offer advice and support to war rooms and wards on key governance and intergovernmental relations issues with particular focus on • To partake in district, provincial and national intergovernmental relations structures • Facilitate capacity building initiatives • Monitor the functionality of Intergovernmental Relations at ward and local level • To promote, facilitate, coordinate and monitor the realization of the rights of women, men, children, senior citizens, people living with HIV/Aids and people with disabilities. • To accelerate a municipal response towards issues of target groups. • To mainstream issues of target groups into municipal processes, programmes and projects. • Advocating for the target groups i.e. youth, gender, children, senior citizens and people with disabilities • Advising the municipality on addressing issues of the target groups e.g. development of policies, strategic documents • Co-ordinating and implementing all municipal programs relating to the target groups
Where advertised	<ul style="list-style-type: none"> • Internal / 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 further information you may contact the 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.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

CLOSING DATE : 14 OCTOBER 2022



NEWCASTLE MUNICIPALITY

APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist the district municipality in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position at Newcastle Municipality.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <ol style="list-style-type: none"> 1. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport. 2. Passport number in the case of non-South Africans. 3. This information is required to enable the department to comply with the Employment Equity Act, 1998. 4. This information will only be taken into account if it directly relates to the requirements of the position. 5. Applicants with substantial qualifications or work experience must attach a CV. 6. Correspondence contact details (in terms of above) 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <th colspan="5" style="text-align: left; padding: 5px;">A. 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If yes, provide information below</td> <td colspan="2"></td> <td style="padding: 5px; text-align: center;">YES</td> <td style="padding: 5px; text-align: center;">NO</td> </tr> <tr> <td style="padding: 5px;">Name of professional body</td> <td style="padding: 5px;">Membership number</td> <td colspan="3" style="padding: 5px;">Expiry date</td> </tr> <tr style="background-color: #e0e0e0;"> <th colspan="5" style="text-align: left; padding: 5px;">C. HOW DO WE CONTACT YOU</th> </tr> <tr> <td style="padding: 5px;">Preferred language for correspondence?</td> <td colspan="4"></td> </tr> <tr> <td style="padding: 5px;">Telephone number during office hours</td> <td colspan="4"></td> </tr> <tr> <td style="padding: 5px;">Physical Address</td> <td colspan="4"></td> </tr> </table>	A. 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	Preferred method for correspondence	Post	E-mail	Fax
	Correspondence contact details (in terms of the above)			

D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Languages (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE (please ignore if you have attached a CV with these details)							
From - to Employer (including current employer)	Post held	FROM		TO		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

G. REFERENCES (please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

SIGNATURE:**DATE:**