



**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 :** 23 September 2022

**INTERNAL MEMORANDUM**

**HR CIRCULAR NO. 31/2022 : 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.

  
DR DUMISAN (PD) THABETHE  
SED : CORPORATE SERVICES

23/09/2022

  
MR Z W MOINEKA  
MUNICIPAL MANAGER

29/09/2022



## NEWCASTLE MUNICIPALITY VACANCIES

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

### DEPARTMENT : CORPORATE SERVICES

Position	<b>PERSONAL ASSISTANT : POST ID : CORP2</b>
Remuneration	R407 462,85 (Task Grade 12) per annum
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• National Diploma in Public Administration or any other relevant qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 2 – 3 Years' experience in administration / secretarial duties</li> </ul>
Responsibilities	<p><b>A. ADMINISTRATIVE FUNCTIONS</b></p> <p><b>SECRETARIAL SUPPORT</b></p> <p><b>Performs specific tasks/activities associated with the provision of Secretarial support, by :</b></p> <ul style="list-style-type: none"> <li>• Scheduling, confirming and updating the diary of the Head of Corporate Services and alerting or indicating priority/urgent meetings requiring attention</li> <li>• Organising, confirming and scheduling meetings/appointments with internal departments/external officials, arranging the venue and attending to catering/refreshments requirements</li> <li>• Arranging flight and accommodation bookings for meetings outside of Newcastle Municipal area, and completing subsistence and travel documentation in respect of the Head of the Department</li> <li>• Copy typing and formatting documents/reports and creates presentations using word processing and related office applications as well as dissemination of such information during meetings</li> <li>• Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/or seeking information and approval of and communicating response established for specific/or routine matters</li> <li>• Preparing notification, agendas and minutes for specific meetings (Council/Executive Committee) and attending to the distribution and/or arranging for the collection of documentation prior to scheduled meetings</li> <li>• Perusing Council and Committee agenda and minutes of meetings and identifying with items associated section's activities requiring the attention of the Manager : Corporate Services</li> <li>• Compiling schedules for sections (Human Resource Management, Organisational Development and Administration) regard to with resolutions taken at Exco and Council for execution and follow up routinely</li> <li>• Receiving and perusing documents (pointing out obvious mistakes/ discrepancies) and correspondence received from sections before submission to Strategic Executive Director for signature</li> <li>• Drafting reports for submission to Exco and Portfolio meeting for approval of Strategic Executive Director</li> <li>• Drafting letters and memorandums to CoGTA and SALGA for Strategic Executive Director's approval</li> <li>• Attending to daily correspondence received (e-mails, via post and faxes) by replying and/or forwarding to the departments and Directors with further instructions</li> <li>• Attending to Departmental Manco meeting, taking minutes of such meeting and typing minutes for the Strategic Executive Director's approval</li> <li>• Controlling bookings of board room and ensure readiness of overhead projector etc.</li> <li>• Monitoring Attendance registers and leave forms – Directors</li> <li>• Controlling of Councillors declaration of interest forms</li> <li>• Perusing correct completion of Sundry and Transport for Councillors and controlling vote –</li> </ul>

delegated from Municipal Managers Office

- Copying and collating of documents for the Strategic Executive Director
- Scanning and faxing
- Assisting with monthly and quarterly reports – Performance Management Systems

In order to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines

#### **INFORMATION RECORDKEEPING**

**Maintains and access records of discussions, instructions and correspondence, by :**

- Referencing source documentation, reports and/or instructions using alpha-numeric sequential codes, to facilitate retrieval
- Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/documentation
- Retrieving supporting documentation and records to facilitate and support query resolution
- Follow up on all correspondence and files sent out for reply/approval

In order to ensure records and related information are maintained and details/correspondence supporting specific processes and decisions are accessible and made available to facilitate the execution of necessary actions

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### **B. GENERAL OFFICE SUPPORT**

#### **RECEPTIONIST/ TELEPHONIST FUNCTIONS**

**Performs tasks associated with the provision of general office support and a Reception/Telephonist service, by :**

- Attending to telephonic calls and visitors to the department, establishing nature of visit and directs requests to appropriate personnel
- Attending to the community with regard to service delivery complaints
- Recording details of enquiries and/or messages in the absence of personnel and forwarding for attention upon availability and/ or communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information detailing the facilities and functions of the Municipality
- Removing and replacing consumable items (paper, ink) from specific office equipment, transmitting/receiving facsimile and/or attending to the photocopying and circulation of correspondence/documents
- Maintaining stocks of standard forms and stationery and completing requisition orders to facilitate the replenishment of items prior to depletion
- Attend to repair and maintenance/replacement of items of furniture and equipment and control

	<p>the use thereof by others</p> <ul style="list-style-type: none"> <li>• Keep register of goods ordered and issued and maintain records/statistics/annual stock sheets</li> </ul>
Where advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle Municipal Website</li> </ul>

Detailed CV's can be forwarded to the Directorate : Human Resources, 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 : Corporate Services, Dr Dumisani (PD) Thabethe at 034 – 328 7694.

- 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.
- **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><b>WHAT IS THE PURPOSE OF THIS FORM</b></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><b>WHO SHOULD COMPLETE THIS FORM</b></p> <p>Only persons wishing to apply for an advertised position at Newcastle Municipality.</p> <p><b>ADDITIONAL INFORMATION</b></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><b>SPECIAL NOTES</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Passport number in the case of non-South Africans.</li> <li>This information is required to enable the department to comply with the Employment Equity Act, 1998.</li> <li>This information will only be taken into account if it directly relates to the requirements of the position.</li> <li>Applicants with substantial qualifications or work experience must attach a CV.</li> <li>Correspondence contact details (in terms of above)</li> </ol>	<b>A. THE ADVERTISED POST</b>			
	Position for which you are applying (as advertised)		Newspaper where the position was advertised	
	Reference number (if stated in the advert)		If you are offered the position, when can you start OR how much notice must you serve with your current employer?	
	<b>B. PERSONAL INFORMATION</b>			
Surname				
First Names				
Date of Birth				
ID number				
Race	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
Gender			<i>FEMALE</i>	<i>MALE</i>
Do you have a disability?		YES	NO	
Are you a South African Citizen?		YES	NO	
If no, what is your Nationality				
And do you have a valid work Permit?		YES	NO	
Have you ever been convicted of a criminal offence or been dismissed from employment?		YES	NO	
Do you have a driver's license?		YES	NO	
Are you computer literate?		YES	NO	
Are you disabled?		YES	NO	
If YES elaborate				
Do you hold a professional membership with any professional body? If yes, provide information below		YES	NO	
Name of professional body		Membership number	Expiry date	
<b>C. HOW DO WE CONTACT YOU</b>				
Preferred language for correspondence?				
Telephone number during office hours				
Physical Address				

	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:**