



## 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** : 29 September 2022

### INTERNAL MEMORANDUM

#### HR CIRCULAR NO. 32/2022 : 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 DUMISANI (PD) THABETHE  
SED : CORPORATE SERVICES

  
MR Z W MCINEKA  
MUNICIPAL MANAGER



## NEWCASTLE MUNICIPALITY VACANCIES

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

### DEPARTMENT : COMMUNITY SERVICES

Position	Contract Lifeguards (X5) : Post ID's : COMM1246, COMM1261, COMM1276, COMM1277 and COMM1278. (Fixed term contract from 1 November 2022 to 31 March 2023).
Remuneration	R169 436,50 per annum (Task Grade 6)
Qualifications	<ul style="list-style-type: none"><li>• Minimum Grade 11</li><li>• Valid Lifeguard Certificate (Pool) (annual retest compulsory)</li><li>• Valid Level 1 First Aid Certificate</li><li>• Valid driver's Licence (Code EC plus PrDP)</li><li>• Shortlisted candidates will undergo a swimming test</li></ul>
Experience	<ul style="list-style-type: none"><li>• 2 Years relevant experience</li></ul>
	<ul style="list-style-type: none"><li>• Providing information to pool users on the depths of the specific areas and defined zones /restrictions for new users.</li><li>• Observing swimmers in the pool and issuing warnings to stop unsafe practices/activity.</li><li>• Controlling crowds during festive holidays/organized swimming events, checking and communicating with group leaders or individuals to confirm understanding of rules.</li><li>• Checking usage of pool equipment (high diving boards, etc.), observing and/or reprimanding unsafe practices.</li><li>• Responding to distress calls and removing bathers who are in difficulty at specific depths.</li><li>• Resuscitating victims using first aid techniques to revive breathing and pulse.</li><li>• Checking on the condition/recovery and/or determining the need for further treatment and arranging for emergency services to collect and transport patient to medical care.</li></ul> <p>In order to ensure public behaviours is monitored is monitored, unsafe actions identified and stopped enabling all users to enjoy the facilities safely.</p>
Where advertised	Internal / Newcastle Municipal Website

Detailed CV's can be placed in the box with the Security: Rates Hall, Tower Block, 1<sup>st</sup> Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Manager : Parks, Horticulture and Cemeteries : Community Services : Ms NHG Mavuso at 034 – 328 7703.

- 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> </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	African	White	Coloured	Indian	
Gender			FEMALE	MALE	
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					

6. Correspondence contact details (in terms of above)	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:**