



NEWCASTLE MUNICIPALITY VACANCIES CS29/2022

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

DEPARTMENT : MUNICIPAL MANAGER : IT UNIT

Position	Chief Information Technology Officer : Post ID : SG130
Remuneration	R810 552,74 per annum (Task Grade 17)
Qualifications	<ul style="list-style-type: none">• Matric (Grade 12)• Degree in Computer Science / Information Technology / Information Systems or equivalent qualification• Valid driver's license
Experience	<ul style="list-style-type: none">• 5 – 6 Years relevant experience of which 3 years must be in a managerial position
Responsibilities	<ul style="list-style-type: none">• Participate in strategic and operational governance processes of the Newcastle Municipality as a member of the management committee.• Lead ICT strategic and operational planning to achieve the Newcastle Municipality's goals by fostering innovation, prioritizing ICT initiatives, and coordinating the evaluation, deployment and management of current and future IT systems across the organization.• Develop and maintain an appropriate ICT organizational structure that supports the needs of the business.• Establish ICT departmental goals, objectives, and operating procedures.• Identify opportunities for the appropriate and cost effective investment of financial resources in ICT systems and resources, including staffing, sourcing, procurement and in-house development.• Assess and communicate risks associated with ICT investments.• Develop, track and control the information technology annual operating and capital budgets.• Develop business case justifications and cost/benefit analyses for ICT spending and initiatives.• Direct development and execution of an enterprise-wide ICT disaster recovery and business continuity plan.• Assess and make recommendations on the improvement or re-engineering of the ICT section.• Coordinate and facilitate consultation with stakeholders to define business and systems requirements for new technology implementations.• Approve, prioritize and control projects and the project portfolio as they relate to the selection, acquisition, development and installation of major information systems.• Review hardware and software acquisition and maintenance contracts and pursue service level agreements to capitalize on economies of scale.• Define and communicate plans, policies and standards for the municipality for acquiring, implementing and operating ICT systems.

	<ul style="list-style-type: none"> • Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of ICT systems performance. • Ensure ICT system operation adheres to applicable laws, regulations, frameworks and international standards. • Establish lines of control for current and proposed information systems. • Keep current with trends and issues in the ICT industry, including current technologies and prices. Advise, counsel, and educate council and senior management on their competitive or financial impact. • Promote and oversee strategic relationships between internal ICT resources and external entities. • Service recruitment, development, retention and organization of all ICT staff in accordance with municipal budgetary objectives and personnel policies.
--	---

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 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 : 11 NOVEMBER 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 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="5" style="text-align: left; padding: 5px;">A. THE ADVERTISED POST</th> </tr> <tr> <td style="width: 60%; padding: 5px;">Position for which you are applying (as advertised)</td> <td colspan="4" style="padding: 5px;">Newspaper where the position was advertised</td> </tr> <tr> <td style="padding: 5px;">Reference number (if stated in the advert)</td> <td colspan="4" style="padding: 5px;">If you are offered the position, when can you start OR how much notice must you serve with your current employer?</td> </tr> <tr style="background-color: #cccccc;"> <th colspan="5" style="text-align: left; padding: 5px;">B. PERSONAL INFORMATION</th> </tr> <tr> <td style="width: 20%; padding: 5px;">Surname</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">First Names</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Date of Birth</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">ID number</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Race</td> <td style="text-align: center; padding: 5px;"><i>African</i></td> <td style="text-align: center; padding: 5px;"><i>White</i></td> <td style="text-align: center; padding: 5px;"><i>Coloured</i></td> <td style="text-align: center; padding: 5px;"><i>Indian</i></td> </tr> <tr> <td style="padding: 5px;">Gender</td> <td colspan="2" style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;">FEMALE</td> <td style="text-align: center; padding: 5px;">MALE</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Do you have a disability?</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Are you a South African Citizen?</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td colspan="2" style="padding: 5px;">If no, what is your Nationality</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td colspan="3" style="padding: 5px;">And do you have a valid work Permit?</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Have you ever been convicted of a criminal offence or been dismissed from employment?</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Do you have a driver's license?</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Are you computer literate?</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Are you disabled?</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td colspan="5" style="padding: 5px;">If YES elaborate</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Do you hold a professional membership with any professional body? If yes, provide information below</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Name of professional body</td> <td style="padding: 5px;">Membership number</td> <td colspan="2" style="padding: 5px;">Expiry date</td> </tr> <tr> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td colspan="2" style="padding: 5px;"></td> </tr> <tr style="background-color: #cccccc;"> <th colspan="5" style="text-align: left; padding: 5px;">C. HOW DO WE CONTACT YOU</th> </tr> </table>	A. THE ADVERTISED POST					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. PERSONAL INFORMATION					Surname					First Names					Date of Birth					ID number					Race	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>	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							C. HOW DO WE CONTACT YOU				
A. THE ADVERTISED POST																																																																																																																				
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. PERSONAL INFORMATION																																																																																																																				
Surname																																																																																																																				
First Names																																																																																																																				
Date of Birth																																																																																																																				
ID number																																																																																																																				
Race	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>																																																																																																																
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																																																																																																																	
C. HOW DO WE CONTACT YOU																																																																																																																				

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)	Preferred language for correspondence?				
	Telephone number during office hours				
	Physical Address				
	Preferred method for correspondence		<i>Post</i>	<i>E-mail</i>	<i>Fax</i>
	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)

