



## NEWCASTLE MUNICIPALITY VACANCIES CS1/2023

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

### **DEPARTMENT : MUNICIPAL MANAGER**

<b>STRATEGIC EXECUTIVE DIRECTOR : BUDGET AND TREASURY OFFICE</b>	
Reference Number	<b>Post ID : BTO1</b>
Occupational Category	<b>Senior Management</b>
Annual Remuneration Package	R1 206 468,00 – Middle Notch R1 436 273,00 – Maximum Notch R1 620 698,00 (Annual total remuneration package). In accordance with Government Gazette 47538 of 18 November 2022.
Terms of Appointment	Permanent
Years of Experience	<ul style="list-style-type: none"> <li>• Minimum of 7 years at senior and middle management levels, of which at least 2 years must be at senior management level.</li> <li>• A proven ability of communicating and negotiating at all spheres and levels of government, must be eligible for membership of the IMFO.</li> <li>• Advanced leadership skills i.e. excellent interpersonal and managerial skills, strategic focus on financial reporting abilities.</li> <li>• Appropriate understanding of generally recognized accounting practices.</li> </ul>
Minimum Qualifications	<ul style="list-style-type: none"> <li>• NQF Level 7 qualification in the fields of Accounting, Finance or Economics.</li> <li>• Must have a valid unendorsed driver's license.</li> <li>• Chartered Accountant will be an added advantage.</li> <li>• The successful applicant must be a registered accountant.</li> <li>• Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Strategic and visionary leadership, excellent written and verbal communication skills, ability to work under pressure and adhere to tight deadlines, clear understanding of legislation governing local government which, amongst others is, the Municipal Finance Management Act, Systems Act, Structures Act, Municipal Property Rates Act and other relevant legislation.</li> <li>• Working knowledge and understanding of financial management as well as asset and investment management.</li> <li>• Proven ability in the preparation and implementation of internal control and systems to ensure sound financial management.</li> </ul>
Responsibilities	<p><b>A. FINANCIAL MANAGEMENT FUNCTIONS</b></p> <p><b>FINANCIAL PLANNING AND REPORTING</b></p> <p><b>Identifies and defines the short to long term objectives and priorities of the Budget &amp; Treasury Office outlining growth and sustainability, for :</b></p> <ul style="list-style-type: none"> <li>• Revenue Management – cashiers, rates, consumer billing, valuations and debt management</li> <li>• Expenditure Management – payment of creditors, salaries and allowances</li> <li>• Management Accounts and Information</li> <li>• Supply Chain Management and Asset Management</li> </ul>

	<ul style="list-style-type: none"> <li>• Analysing and aligning operating capacity and capabilities of the department to deliver against specific key performance areas</li> <li>• Analysing income and expenditure trends and compiling forecasts for inclusion into consolidated budgets outlining the expected financial stream based on tariff escalation and rates income through the expansion of the rates base</li> <li>• Studying opportunities to create awareness in communities to municipal tariffs and service related charges to support the provision of services necessary to improve basic conditions of living</li> <li>• Evaluating and commenting of the strengths, weaknesses, opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the Municipal Manager and Executive Committee</li> <li>• Presenting reports detailing the status of debtor payments, debt recovery processes and financial forecasts to sub-committees and strategic management planning workshops and discussion groups</li> </ul> <p>In order to ensure the department is positioned to capably manage financial accounts, income and supply chain management through ongoing assessment of the status of the financial stream against service delivery levels.</p> <p><b>PERSONNEL AND PERFORMANCE MANAGEMENT</b></p> <p><b>Directs and controls the Key Performance Indicator's and outcomes of personnel within the Budget and Treasury Office, by :</b></p> <ul style="list-style-type: none"> <li>• Defining/adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance</li> <li>• Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements</li> <li>• Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected shortlisted curriculum vitas and interviews</li> <li>• Conducting appraisals to measure performance of senior personnel against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and short term targets and standards</li> <li>• Monitoring the adequacy of current training interventions through the evaluation of competencies demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan for the department</li> <li>• Planning, organising, co-ordination and control of all activities of the staff of the Budget &amp; Treasury Office</li> <li>• Establishing the training needs of all personnel of the department</li> <li>• Mentoring staff appointed in positions for which they are not fully qualified</li> </ul> <p>In order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the department to contribute positively to its service level objectives and outcomes.</p> <p><b>PROCEDURES, SYSTEMS AND CONTROLS</b></p> <p><b>Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Budget &amp; Treasury Office structure, by :</b></p> <ul style="list-style-type: none"> <li>• Assessing the adequacy of current transactional recording / accounting procedures related to reconciliations, posting, updating and adjustment of entries</li> <li>• Evaluating and reviewing risk related policies associated with cashiering and banking sequences with a view to providing input into the amendment of procedural applications</li> <li>• Monitoring and seeking approval through correspondence / reports outlining requirements associated with aligning revenue system parameters on specific service related tariffs to</li> </ul>
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	<p>accommodate National Government priorities with respect to free basic essential services to households in poor rural communities</p> <ul style="list-style-type: none"> <li>• Monitoring the application and adequacy of debt recovery policies' to minimize the risk of non-payment</li> <li>• Interpreting and analysing audit findings and investigational reports with a view to determining levels of interventions required to improve procedural applications</li> </ul> <p>In order to ensure laid down policies and procedures are adhered to contributing to accountable administration of crucial outcomes associated with revenue collection and account and salary payment processes and transactions.</p> <p><b>BUDGETING AND FINANCIAL STATEMENTS</b></p> <p><b>FINANCIAL DISCIPLINE AND REPORTING</b></p> <p><b>Directs the implementation of specific procedures, systems and controls associated with key functional areas to ensure that :</b></p> <ul style="list-style-type: none"> <li>• All cheques issued and electronic transfers are signed and counter signed</li> <li>• Investments are made in terms of Council's policy</li> <li>• The draft annual budget is done in consultation with the other departmental managers, including the allocation of provisional project finance. Approve the draft annual budget and draft financial statements before submission to the council for final approval</li> <li>• The budget mid-year review is done during January every year</li> <li>• Financial comments on reports submitted to Council, Exco and Portfolio Committees are provided accurately and timeously</li> <li>• Proposals when loan funds are needed are requested and received</li> <li>• Approve all loan repayments</li> <li>• Prepare the monthly reports on the council's financial status</li> <li>• Draw up the draft annual financial statements</li> <li>• Prepare all the financial reports requested or required in terms of legislation, compile financial management information, analyse and submit as required</li> <li>• Controls the receiving of all grant funding and the execution of expenditure from such funds</li> </ul> <p>In order to ensure that financial transactions are executed in terms of the relevant legislation, delegated powers and policies of the council.</p> <p><b>CASH MANAGEMENT AND INVESTMENT</b></p> <p><b>The establishment of an appropriate and effective cash management and investment policy in accordance with any framework that may be prescribed in terms of legislation, by :</b></p> <ul style="list-style-type: none"> <li>• Notifying the Auditor-General annually in writing of the Council's bank account, including <ul style="list-style-type: none"> <li>i. The type and number of the account</li> <li>ii. The opening and closing balances of that bank account in that financial year</li> <li>iii. The nature of investments held including the opening and closing balances of that investment in each financial year</li> </ul> </li> <li>• Disclosing information regarding the bank account and investments when so requested by the National Treasury or the Auditor-General</li> </ul> <p>In order to ensure that conduct of cash management and investments must concur to legislation and money not immediately required are invested.</p> <p><b>REPRESENTATION</b></p> <p><b>To communicate results, provide information and interact with others, by :</b></p>
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	<ul style="list-style-type: none"> <li>• Representing the council at conferences, missions, functions, etc. in the absence of the Municipal Manager and/or as directed by him/her</li> <li>• Implementing and monitoring any programme for employment equity appointees to ensure their advancement within laid down objectives</li> <li>• Implementing the financial regulations and making recommendations to amend them when necessary</li> <li>• Acting as Municipal Manager during his/her absence when required to do so</li> <li>• Writing agenda items and provide financial comments on items submitted to committees and council</li> <li>• The execution of any function delegated by the Municipal Manager and/or Council</li> <li>• Attending of council and committee meetings when requested to do so</li> </ul> <p>In order to ensure compliance with the legal requirement of transparent administration and involvement of the community in municipal affairs.</p>
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STRATEGIC EXECUTIVE DIRECTOR : COMMUNITY SERVICES	
Reference Number	Post ID : COMM1
Occupational Category	Senior Management
Annual Remuneration Package	R1 206 468,00 – Middle Notch R1 436 273,00 – Maximum Notch R1 620 698,00 (Annual total remuneration package). In accordance with Government Gazette 47538 of 18 November 2022.
Terms of Appointment	Permanent
Years of Experience	<ul style="list-style-type: none"> <li>• 5 Years' relevant experience at middle management level, and</li> <li>• Have successful institutional transformation within public and private sector.</li> </ul>
Minimum Qualifications	<ul style="list-style-type: none"> <li>• At least a Bachelor's Degree in Social Sciences / Public Administration / Law or equivalent qualification registered on the National Qualifications Framework at NQF Level 7 with a minimum of 360 credits.</li> <li>• Code EB driver's license.</li> <li>• Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body will be an added advantage.</li> <li>• Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Strategic and visionary leadership, excellent written and verbal communication skills, ability to work under pressure and adhere to tight deadlines, clear understanding of legislation governing local government which, amongst others is Municipal Finance Management Act, Systems Act and Structures Act</li> <li>• Understanding of Council operations.</li> </ul>
Responsibilities	<p><b>To provide recreational and sporting facilities, arts and cultural facilities, cleansing services and environmental services that are sustainable, accessible and affordable to all communities within Newcastle Municipality, within the framework of legal standards and regulations.</b></p> <p>Integrated Environmental Development</p> <ul style="list-style-type: none"> <li>- Management of the hiring and maintenance of public open spaces</li> <li>- Overall control of the vegetation management function</li> <li>- Develop and maintain playgrounds and parks for recreational purposes</li> <li>- Management of nature reserves</li> <li>- Strategic management of cemeteries and crematoria</li> </ul> <p>Arts and Cultural Services</p> <ul style="list-style-type: none"> <li>- Management of libraries and heritage promotion</li> <li>- Overall strategic management of arts and culture in the municipality</li> </ul> <p>Waste Management Services</p> <ul style="list-style-type: none"> <li>- Strategic management of refuse removal and waste disposal sites</li> </ul> <p>Amenities</p>

	<p>Management of all public amenities, e.g. swimming pools, zoo, resorts and sports facilities  <b>To provide traffic safety and crime prevention services, fire and rescue services, and disaster management services that ensure the safety of all communities within Newcastle Municipality and the protection of all Council's assets.</b></p> <p>Management of traffic and law enforcement functions</p> <ul style="list-style-type: none"> <li>- Enforcement of municipal by-laws</li> <li>- Protection of municipal assets</li> <li>- Crime prevention strategies</li> <li>- Maintenance of road signage and surface markings</li> <li>- Public traffic safety education strategies</li> </ul> <p>Management of fire and rescue services</p> <ul style="list-style-type: none"> <li>- Management of fire department</li> <li>- Fire prevention and fire education strategies</li> </ul> <p>Ensure that the municipality has an efficient and effective disaster management plan.</p> <ul style="list-style-type: none"> <li>- Ensure risk and vulnerability assessments are conducted regularly</li> <li>- Develop prevention and mitigation strategies</li> <li>- Develop relief, response and recovery strategies</li> </ul> <p>Develop and implement rehabilitation and reconstruction of infrastructure strategies.</p> <p><b>To provide a Primary Health Care and auxiliary health care service that is both preventative and curative, together with an Environmental Health Management Programme that ensures the health and safety of all communities within Newcastle Municipality.</b></p> <p>Strategic management of the full spectrum of nursing services</p> <p>Management of health support services</p> <ul style="list-style-type: none"> <li>- Manage the Aids training and information centres</li> <li>- Manage health information systems</li> </ul> <p>Management of environmental health services</p> <p>Ensure the management of environmental safety and adherence to all legal regulations governing environmental health.</p>
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The above positions will be advertised internally, Newcastle Express, Ilanga, Sunday Times and on the Municipal Website.

The appointment made will be subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers. The candidate will be required to disclose all financial interests and will be subjected to competency assessment.

**Please note :** Candidates are required to complete the prescribed "Annexure C" application form as per Government Gazette No. 37245 of 17 January 2014 which is obtainable from all Municipalities as well as the internet at [www.gpwnline.co.za](http://www.gpwnline.co.za) Certified copies of academic qualifications and a detailed CV must accompany your application. Applications not completed on the prescribed application form will not be accepted.

The employee's ordinary place to be stationed will be Newcastle, provided that the municipality may require the employee to work at such places within the Republic of South Africa as may be necessary, whether on a temporary or permanent basis and may require the employee to travel internationally in the performance of his duties.

**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 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.
  - 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.**
  - **Costs incurred for attending an interview will be for the candidate's own account.**

The Municipality reserves the right not to make any appointment. Newcastle Municipality is an equal opportunity and affirmative action employer. We are committed to the achievement and maintenance of diversity and equity in employment.

**NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY**

**CLOSING DATE : 24 FEBRUARY 2023**



**NEWCASTLE LOCAL MUNICIPALITY**  
**APPLICATION FORM FOR EMPLOYMENT OF SENIOR MANAGERS**

**Tel: 034 328 7600**

**37 Murchison Street, Newcastle, 2940**

**Private Bag X6621, Newcastle, 2940**

- 1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.**
- 2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this Form. Any additional information may be provided on the CV.**
- 3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.**
- 4. All information received will be treated with strict confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.**
- 5. This form is designed to assist a municipality with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).**

**A. DETAILS OF THE ADVERTISED POST( As reflected in the advert)**

Advertised post applying for	
Reference Number	
Name of Municipality	
Notice service period	

**B. PERSONAL DETAILS**

Surname				
First Name				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Male	Female
Do you have any disability			Yes	No

If yes please elaborate			
Are you a SA citizen?		Yes	No
If no what is your Nationality			
Work permit Number (if any)			
Do you hold any political office in a political party, ether in a permanent, temporary or acting capacity? If yes, provide information below		NO	
Political Party	Position	Expiry date:	
Do you hold a professional membership with anybody? If yes provide information below		NO	
Professional Body	Membership Number	Expiry date:	

### C. CONTACT DETAILS

Preferred Language for Correspondence			
Telephone Number during office hours			
Preferred Method for correspondence (mark with an X	Post	E- Mail	Fax
Correspondence contact details in terms of the above			

D.	QUALIFICATIONS (Additional information may be provided on your CV)		
Name of School /Technical College	Highest Qualification Obtained		Year Obtained
Name of Institution	Name of qualification	NQF Level	Year obtained

### E. WORK EXPERIENCE (Additional information may be provided on your CV)



Employer starting with the most recent	Position	From	TO	Reason for Leaving
If you were previously employed in Local Government, indicate whether any conditions exist that prevents your re-employment			Yes	No
If Yes, provide the name of the previous employing Municipality				

<b>F. DISCIPLINARY RECORD</b>			
Have you been dismissed for misconduct on or after 5 July 2011		Yes	No
If yes, Name of Institution			
Type of Misconduct/Transgression			
Date of Resignation/Disciplinary case finalized			
Award or Sanction			
Did you resign from your job on or after 5 July 2011 pending finalization of the disciplinary proceedings, if yes provide details on a separate sheet		Yes	No

<b>G. CRIMINAL RECORD</b>			
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011, if yes provide details on a separate sheet		Yes	No
If yes type of criminal act			
Date of criminal case finalized			
Judgment/Outcome			

<b>H. REFERENCES</b>				
Name & Surname	Relationship	Tel (Office hours)	Cell Number	E mail


<b>I. DECLARATION</b>	
<b>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any information may lead to my disqualification or termination of my employment contract, if appointed</b>	
<b>Signature :</b>	<b>Date :</b>

