



NEWCASTLE MUNICIPALITY VACANCIES RE-ADVERTISEMENT

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 : <ol style="list-style-type: none"> (a) Intergovernmental Relations <ul style="list-style-type: none"> - Operation Sukuma Sakhe : War Room functionality - District Development Model (b) Social Development Programmes <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

	<ul style="list-style-type: none"> • 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 issue • 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
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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 : 3 MARCH 2023



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"> 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. Passport number in the case of non-South Africans. This information is required to enable the department to comply with the Employment Equity Act, 1998. This information will only be taken into account if it directly relates to the requirements of the position. 	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		<i>FEMALE</i>	<i>MALE</i>	
	Do you have a disability?			<i>YES</i>	<i>NO</i>
	Are you a South African Citizen?			<i>YES</i>	<i>NO</i>
	If no, what is your Nationality				
	And do you have a valid work Permit?			<i>YES</i>	<i>NO</i>
	Have you ever been convicted of a criminal offence or been dismissed from employment?			<i>YES</i>	<i>NO</i>
Do you have a driver's license?			<i>YES</i>	<i>NO</i>	
Are you computer literate?			<i>YES</i>	<i>NO</i>	
Are you disabled?			<i>YES</i>	<i>NO</i>	
If YES elaborate					
Do you hold a professional membership with any professional body? If yes, provide information below			<i>YES</i>	<i>NO</i>	
Name of professional body		Membership number	Expiry date		
C. HOW DO WE CONTACT YOU					

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		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
Tertiary education (complete for each qualification you obtained)		
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>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.</i>	
SIGNATURE:	DATE:

