



# NEWCASTLE MUNICIPALITY VACANCIES ADVERTISEMENT CS21/2023

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

**DEPARTMENT : CORPORATE SERVICES : HUMAN RESOURCES : LEAVE UNIT**

Position	<b>PERSONNEL OFFICER : LEAVE AND BENEFITS : POST ID : CORP161</b>
Remuneration	R407 462,858 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> <li>• Matric / Grade 12</li> <li>• National Diploma or Degree in Human Resources Management or equivalent qualification</li> <li>• Driver's license</li> <li>• To be able to work under pressure and to influence other people working with you to meet targets.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 3 Years' experience in Human Resources Management</li> </ul>
Responsibilities	<p><b><u>LEAVE MANAGEMENT</u></b></p> <ul style="list-style-type: none"> <li>• Maintaining and ensuring that leave balances are correct and employees capture leave on the ESS system.</li> <li>• Consolidating of attendance registers with leave records to ensure consistency and correct balances.</li> <li>• Ensure employees have access to the ESS system</li> <li>• Updating and maintaining linking's / reporting lines on the system</li> <li>• Ensure that proper administrative procedures and prescriptions are followed</li> <li>• Work closely with Internal Audit as well as the Auditor General and Budget &amp; Treasury Services to ensure that leave</li> </ul> <p><b><u>INFORMATION AND STATISTICS</u></b></p> <ul style="list-style-type: none"> <li>• Determining reporting requirements and accesses specific records and information system databases to extract information</li> <li>• Arranging and interpreting information to formulate summaries and conclusions on specific dimensions of leave administration.</li> </ul> <p>Making available verified information to facilitate the compilation of statutory reports for submission to official regulatory bodies depicting the management of leave in the Newcastle Local Municipality.</p> <p><b><u>SUPERVISING FUNCTIONS: SUPPORT ACTIVITIES / TASKS</u></b></p> <ul style="list-style-type: none"> <li>• Checking accuracy of details recorded on transaction documentation and updating work in progress information / data on specific Employee Self Service system.</li> <li>• Merging, copying, importing and creating fields on the database to maintain leave records.</li> <li>• Ensuring that filing of completed work documents in alpha – numeric or chronological sequence are done by authorized personnel.</li> <li>• Attending to and establishing the nature of enquiries / complaints from the employees.</li> <li>• Updating and compiling policies related to leave</li> <li>• Assisting employees with applicable policies and procedures</li> <li>• Providing information to employees with regard to leave</li> <li>• Preparing monthly statistical reports for leave by retrieving and creating reports on the Leave system.</li> <li>• Updating of applicable legislation</li> </ul> <p>provisions are correct and accurate.</p>

**DOCUMENT PROCESSING AND RECORD KEEPING**

- Preparing notifications using pro-forma types associated with the management of leave.
- Compiling reports on leave records and overtime and seek approval prior to forwarding for inclusion on committee and council agenda

Maintaining and updating personnel information with respect to leave management and attending to the safekeeping of leave records in accordance with the approved Employee Self Service system. Preparing memorandums to communicate specific leave management procedures and seeking approval prior to circulation.

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 Acting Director : Human Resources , Ms T H Sithole at 034 – 328 7616.

- 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.**

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

**CLOSING DATE : 15 JUNE 2023**



**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?			<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		
<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:**

