



NEWCASTLE MUNICIPALITY VACANCIES

CS33/2023

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

DEPARTMENT: COMMUNITY SERVICES

Position	JUNIOR HORTICULTURIST : POST ID: COMM1085
Remuneration	R292 363,68 per annum (Task Grade 10)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma in Horticulture or equivalent qualification • Computer literate
Requirements	<ul style="list-style-type: none"> • Valid driver's license
Experience	<ul style="list-style-type: none"> • 2 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> • 1.1 PLANT PROPAGATION AND LANDSCAPING • Ensure that there is an adequate supply of plant materials, by • To ensure that all necessary stock, equipment's is available for the functioning of Nursery and making follow ups on orders • Assist in understanding basic plant propagation techniques and ensuring that the sowing of seeds has been programmed in such a manner that is the correct size for planting out when required • Assisting in landscaping such as refurbishment and replacement, under management supervision • Assisting in the establishing and maintaining annual and perennial flower beds in order to achieve a cost effective, visually pleasing display while applying technical knowledge of form, colour and textural qualities of the plants to achieve the desired theme, • Assisting in tree planting according to specification and in line with safety requirements to ensure that the process does not interfere with underground infrastructure such as electricity/telephone cables, waterpipes, etc. • In order to ensure that nursery has adequate stock of planting around Newcastle when the need arises. • 1.2 URBAN CONSERVATION • Ensure that the area around Newcastle town is conserved in line with urban conservation practices, by • Assist in the eradication of invasive alien plants. • Assist in the upkeep and maintenance of open spaces, gardens, play parks, recreational facilities and Municipal Buildings. • Responsible for grass cutting and tree teamwork scheduling and monitoring. • Ensuring that environmentally friendly chemical are utilized. • In order to ensure that the natural surroundings of the area are protected from invasion and are maintained in a visually pleasing state. • 1.3 MAINTENANCE OF EQUIPMENT AND MACHINERY AND BUILDINGS • Assist in the maintenance of council equipment, machinery and buildings, by • Supervising the routine maintenance of all plant and machinery used within the section through the diagnosing and repair of minor faults. • Maintenance of gardens, play parks and Municipal buildings. • Responsible for monitoring of garden tools and equipment. • Ensuring that public Conveniences in a section are maintained in a clean hygienic state and that all repairs are carried out expeditiously in order to ensure that equipment, machinery and buildings are maintained according to safety regulations and that public

	<p>facilities are safe for the members of the community to utilize.</p> <ul style="list-style-type: none"> • 1.4 SAFETY AND HEALTH ACTIVITIES • Assist by ensuring the safety of staff working within the section, by • Implementing safety procedures and ensuring that all subordinates comply with the safety requirements laid down in terms of departmental standing instructions and the Occupational Health and Safety Act. • Conducting routine safety inspections of all plant, machinery, equipment and buildings, • Conducting Public Liability Inspections by checking on playground equipment on a regular basis, • Undertaking the role of Departmental Representative on area Safety Committees, • In order to ensure that the provisions of the OHS Act are complied with and that injuries are dealt with in accordance with the COIDA, to ensure the safety of staff.
Position	MULTISKILLED LABOURER :POST ID : COMM2043
Remuneration	R169 436, 50 per annum (Task Grade 6)
Qualifications	<ul style="list-style-type: none"> • Grade 11 / Standard 9
Requirements	<ul style="list-style-type: none"> • Must be able to communicate in one of the official language (isiZulu, English or Afrikaans) • Must be physically fit
Experience	<ul style="list-style-type: none"> • 6 months experience
Responsibilities	<ul style="list-style-type: none"> • Cleaning programs at public ablutions through the application or correct cleaning and disinfecting chemicals throughout the day • Inspecting cleaning equipment, chemicals and reporting faults and shortages to the supervisor • Report breakages and vandalism occurred at the public ablutions • When instructed, temporarily assist with any other task which falls within the ambit of routine Environmental Health Services

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 Manager : Parks, Horticulture Cemeteries : Community Services : Ms. NHG Mavuso and the Chief Environmental Health : Community Services: Mr. SI Zuma at 034-328 7600

- 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 have 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 : 25 AUGUST 2023