



DIRECTORATE : HUMAN RESOURCES MANAGEMENT

Strategic Executive Directorate : Corporate Services

TO : **Acting Municipal Manager**
SED : Development Planning & Human Settlements
Budget and Treasury Office
SED : Technical Services
SED : Corporate Services
Community Services
SED : Strategic and Governance Support Services

FROM : **Directorate : Human Resources Management**

REF NO : **HR 4/1/2/1**

ENQUIRIES : **T H Sithole**

DATE : **21 August 2023**

INTERNAL MEMORANDUM

HR CIRCULAR 41/2023 : ADVERTISEMENT OF VACANCIES

Attached hereto please find an advertisement of vacancies for distribution to all Personnel in your Department.

Please note that receipt of all applications for vacancies must be acknowledged by the Human Resources Department.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.


DR DUMISANI (PD) THABETHE
ACTING MUNICIPAL MANAGER

24/08/23



NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT: BUDGET AND TREASURY OFFICE

Position	CASHIER / CLERK : POST ID: BTO143; BTO144; BTO152
Remuneration	R204 851,62 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Matric • Computer literacy • Must be able to communicate in 1 of the official languages (IsiZulu, English or Afrikaans)
Experience	<ul style="list-style-type: none"> • 1 year relevant experience
Additional Requirements	<ul style="list-style-type: none"> • High ethical standards
Responsibilities	<ul style="list-style-type: none"> • Opening of and closing of accounts as required. • Linking new accounts to correct stand and tariffs for accurate billing. • Collecting and counting payment tendered, verifying total against amount due. • Issuing receipt reflecting amount tendered and confirms recording with the customer. • Allocation of all payments received for services and tender documents to correct vote. • Capturing all of input documents for the section • Daily balancing and cashing up procedures and safe keeping pf monies. • Verifying cash receipts schedule/ reports cash daily totals with the immediate superior and/ or attending and rectifying deviations in recording or counts prior to forwarding for depositing. • Maintaining transactional information and records, filling transactional documentation and notification in alpha-numeric/chronological sequence and/or retrieves information to support query resolution. • Preparation of deposit slips (banking) for collection. • Relevant adjustments to the customer accounts in respect of correcting misallocations where applicable.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipality Website

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 : Debt & Cash Management : Budget & Treasury Office 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 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 : 8 SEPTEMBER 2023



NEWCASTLE MUNICIPALITY

APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist a government department 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 in a government department.</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> <p>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.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: left; padding: 5px;">A. THE ADVERTISED POST</th> </tr> <tr> <td style="width: 50%; padding: 5px;">Position for which you are applying. 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PERSONAL INFORMATION</th> </tr> <tr> <td style="width: 30%; 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="padding: 5px;">African</td> <td style="padding: 5px;">White</td> <td style="padding: 5px;">Coloured</td> <td style="padding: 5px;">Indian</td> </tr> <tr> <td style="padding: 5px;">Gender</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px;">FEMALE</td> <td style="padding: 5px;">MALE</td> </tr> <tr> <td style="padding: 5px;">Do you have a disability?</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">Are you a South African Citizen?</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">If no, what is your Nationality</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">And do you have a valid work Permit</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Have you ever been convicted of a criminal offence or been dismissed from employment?</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">Do you have a driver's license?</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">Are you computer literate?</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">If YES elaborate</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Do you hold a professional membership with any professional body? 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D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Language (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)	Position 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: