



Newcastle Municipality
OFFICE OF THE MUNICIPAL MANAGER

2023 -08- 28

Newcastle Municipality

DIRECTORATE : HUMAN RESOURCES

Strategic Executive Directorate : Corporate Services

TO : Acting Municipal Manager
: SED : Technical Services
: SED : Corporate Services
: SED : Development Planning & Human Settlements
: SED : Budget and Treasury Office
: SED : Community Services
: SED : Strategic Governance and Support
FROM : Directorate : Human Resources Management
REF NO : HR 4/1/2/1/5
ENQUIRIES : T H Sithole
DATE : 22 August 2023

INTERNAL MEMORANDUM

HR CIRCULAR NO. 42 / 2023 : RE - ADVERTISEMENT OF VACANCY

Attached hereto please find Re - Advertisement of Vacancy for distribution to all Personnel in your Department.

Please note that receipt of all internal 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

25/08/23



NEWCASTLE MUNICIPALITY VACANCIES

RE-ADVERTISEMENT

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

DEPARTMENT : CORPORATE SERVICES (ADMINISTRATION)

Position	MANAGER : SECRETARIAT AND GENERAL ADMINISTRATION : POST ID : CORP15
Remuneration	R670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma in Public Administration, Local / Municipal Government Administration, or other relevant Qualification • Valid Driver's License • Required Skills : Computer Literacy : MS Office
Experience	<ul style="list-style-type: none"> • 5 Years' experience of which 2 years must be Supervisory experience
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Analyzing and aligning operating capacity and capabilities of the section to deliver against key performance areas • Analyzing budget spending and compiling forecast for inclusion into the consolidated departments overall budget • Evaluating and commenting on strengths and weaknesses, opportunities and threats arising out of operational activities and deliverable through detailed performance reports submitted for perusal to the Director • Preparing and presenting reports detailing the status activities for presentation to strategic management planning workshops, groups, MANCO, and the Corporate Services Portfolio Committee • Defining / adjusting the role, boundaries, workflow process and job design against laid down service delivery requirements for staff • Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements • Participating in the recruitment and selection processes, approving minimum design and specification for inclusion into the Job Advertisement and evaluating applicants suitable through analysis of shortlisted curriculum vitae and interviews • Monitoring performance against agreed objectives, counselling, and consulting with personnel on development goals, career paths and short-term targets and standards • Analyzing statistical information pertaining to staff attendance, overtime, leave, addressing deviations or occurrences of abuse or workplace conflict through the implementation of corrective action in accordance with Human Resources Policies and Procedures and the Code of Good Practice encapsuled in Employment Legislation • Overseeing the Secretariate Support Function rendered to the Municipal Council, EXCO and Portfolio Committees • Attending to the drafting of Administration By-Laws and Promulgations and amendments hereto • Communicating with Councilors regularly to establish any requirements associated with administrative services, such as office accommodation and office equipment • Overseeing the rendering of vehicles for the Political Office Bearers and Councilors mini-

	bus <ul style="list-style-type: none"> • Directing the administrative function of hygiene and cleaning services for Municipal spaces • Facilitating the processes of formulating and amending of policies related to General Administration and Council Committee Support • Implementing controls to monitor expenditure against budget amounts on administrative related functions • Monitoring and regularly reporting on the Key Performance Indicators and Risk matters related to general administration and secretariat function
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal 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 Director : Administration, Mrs. D R Molefe, at 034 – 328 7696.

- 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.**

NB. CANDIDATES THAT HAVE PREVIOUSLY APPLIED WILL HAVE TO RE-APPLY FOR THE ABOVE-MENTIONED VACANCY.

NB. AFRICAN FEMALES ARE ENCOURAGED TO APPLY

CLOSING DATE: 08 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> <td colspan="4" style="text-align: center;">A. THE ADVERTISED POST</td> </tr> <tr> <td style="width: 50%;">Position for which you are applying. (as advertised)</td> <td colspan="3">Newspaper where the position was advertised</td> </tr> <tr> <td>Reference number (if stated in the advert)</td> <td colspan="3">If you are offered the position, when can you start OR how much notice must you serve with your current employer?</td> </tr> <tr> <td colspan="4" style="text-align: center;">B. 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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: