



**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**  
**FROM** : **Directorate : Human Resources Management**  
**REF NO** : **HR 4/1/2/1/5**  
**ENQUIRIES** : **DR. Dumisani (PD) Thabethe**  
**DATE** : **30 August 2023**




**INTERNAL MEMORANDUM**

**HR CIRCULAR NO. 44 / 2023 : ADVERTISEMENT OF VACANCY**

Attached hereto please find 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**



## NEWCASTLE MUNICIPALITY VACANCIES

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

### **DEPARTMENT : CORPORATE SERVICES (HUMAN RESOURCES MANAGEMENT)**

Position	<b>DIRECTOR : HUMAN RESOURCES MANAGEMENT : POST ID : CORP40000</b>
Remuneration	R810 552,74 per annum (Task Grade 17)
Qualifications	<ul style="list-style-type: none"> <li>• Matric / Grade 12</li> <li>• Bachelor's Degree or Degree in Human Resources Management, or any other related Human Resources Management qualification</li> <li>• Computer Literate – MS Office</li> <li>• Valid Driver's License</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 6 Years' experience in Human Resources Management of which 3 years must be at a Management Level of which 3 years must be at a Senior Management Level</li> </ul>
Responsibilities	<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Responsible for management functions</li> <li>• Responsible for planning, implementation, monitoring &amp; evaluation of HRM strategy in line with Integrated Development Plan</li> <li>• Responsible for Personnel and Performance Management Systems implementation</li> <li>• Responsible for Human Resources Management function</li> <li>• Responsible for designing, implementation, managing and controlling of Policies, procedures and systems within the Municipality</li> <li>• Responsible for implementation of Human Resources Communication strategies</li> <li>• Responsible for development of Human Resource Administration and Information Management systems</li> <li>• Responsible for record keeping</li> <li>• Responsible for reporting</li> <li>• Responsible for research, data analysis</li> <li>• Responsible for developing, implementing and reporting on Employment Equity</li> </ul>
Where advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle Municipal Website</li> </ul>

**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 SED : Corporate Services, DR. Dumisani (PD) Thabethe, at 034 – 328 7910.**

- 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 : 15 SEPTEMBER 2023**



## NEWCASTLE MUNICIPALITY

### APPLICATION FOR EMPLOYMENT

<p><b>WHAT IS THE PURPOSE OF THIS FORM</b></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><b>WHO SHOULD COMPLETE THIS FORM</b></p> <p>Only persons wishing to apply for an advertised position in a government department.</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> <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="5" style="text-align: center;"><b>A. THE ADVERTISED POST</b></td> </tr> <tr> <td style="width: 50%;">Position for which you are applying. (as advertised)</td> <td colspan="4">Newspaper where the position was advertised</td> </tr> <tr> <td>Reference number (if stated in the advert)</td> <td colspan="4">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="5" style="text-align: center;"><b>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: