



NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT: COMMUNITY SERVICES

Position	FOREMAN REFUSE COLLECTION : POST ID: COMM1730
Remuneration	R407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma or Degree in Environmental Management or equivalent qualification • Valid Driver's License EC plus PrDP
Experience	<ul style="list-style-type: none"> • 3 Years work experience in a similar environment
Responsibilities	<ul style="list-style-type: none"> • Communicating with the Supervisors: Cleansing and Refuse Removal on specific key performance areas with a view to ensuring the execution of cleansing/refuse removal functions aligns with services delivery objectives and the capacity and capability of the section. • Submitting information on service delivery trends and capacity. • Implementation of Operational Plan. • Allocating staff and adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements. • Conducting appraisals to measure performance against agreed objectives. • Reporting on daily staff attendance, overtime, leave and workplace conflict through the implementation of corrective measures in accordance with human resources policies. • Communicating to personnel through the verbal and written mediums statutory and procedural requirements for adoption and compliance thereof. • Inspecting work sites and/or conducting observations of work sequences and determining extent of awareness and/or the need for corrective/remedial measures. • Report workplace accidents/incidents, seeking reasons from supervisory personnel on any non-compliance/deviation and providing direction on courses of action for execution. • Assess the operating functionality and condition of vehicles, plant and equipment through perusal of inspection checklists, service records and registers with a view of identifying with risks and the availability of alternative courses of action. • Ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993. • Assist In the compilation of Standard Operating Procedures. • Ensuring work sequences are related as per the scheduled agreement and all staff are distributed fairly within the cycles. • Performance schedules are completed daily regarding the work rounds and reported to the Manager. • Compling work schedules. • Monitor work rounds on cleanliness and visibility of staff. • Ensure that the area around the skip containers are kept clean and tidy at all time. • Ensure that streets are swept and ensure that all sand removal is done during low traffic hours. • There is on-going litter picking during higher traffic flow. • All resources for street cleansing is adequately provided (litter pickers, spade, rakes) to staff and requirements are reported timeously to Service Area manager and advance for budget purposes. • Determining the positioning of new litter bins Assist in the compilation of Standard Operating Procedures and determining service level for new business customers. • Adjusting service levels for business customers as and when required. • Ensuring all documentation for new service / change in service / termination of service in compiled and submitted.

	<ul style="list-style-type: none"> Tracking of assets such as bulk containers. Reporting on damage assets. Monitoring the execution of work sequences and priorities against laid down timeframes. Assisting the quality of service rendered through interaction with personnel on outcomes and determining the need for adjustment to operating plans with due consideration given to quantitative measures (cost, capacity). Provides insight on the adequacy of collection and disposal processes with a view to providing guidelines / briefing personnel on appropriate measures necessary to sustain service delivery criterions with regards to waste management. Completing instructional/operational documentation (vehicle log sheets, timesheets, inspection performance schedules) extracting information from filed reports/activity lists and forwarding for approval and processing. Compiling investigational reports and/or responses to correspondences and queries, information and records to support content, recommendations and/or opinion.
Where advertised	<ul style="list-style-type: none"> Internal / Newcastle Municipality Website
Position	FOREMAN : AQUATICS & RESORTS : POST ID: COMM1230
Remuneration	R292 363,68 per annum (Task Grade 10)
Qualifications	<ul style="list-style-type: none"> Grade 12 Swimming Pool Management Certificate Health and Safety Certificate (OHS) Valid driver's License (Code EC) plus PrDP
Requirements	<ul style="list-style-type: none"> Lifesaving Certificate – Pools
Experience	<ul style="list-style-type: none"> 3 Years Relevant Experience
Responsibilities	<ul style="list-style-type: none"> OPERATIONAL Plans and manage activities of the aquatics, swimming pools, resort and caravan park and safety functions by: Ensuring that all staff comply with the standard operating procedures. Promoting a harmonious environment for the public/user groups. Conflict management of public/user groups utilizing the amenities. Ensuring that relevant staff assist with and enforce the by-laws. Reviewing maintenance and repairs of equipment and coordinating same with internal and external stakeholders. Ensuring that pool Supervisors, Contract Lifeguards and Cashiers comply with council requirements and conditions. Ensuring that seasonal arrangements and plans are implemented. Ensuring that all pools, caravan park and resort is clean, safe and do not pose a hazard. Interacting with non-governmental and other community-based groups to promote the objectives of the service and to assist communities where possible within the constraints of departmental policy and resources. Ensuring that hazardous chemicals (chlorine) and filtration equipment are adhered to. Ensuring that staff qualifications are kept current. Arrange and provide relevant skills and training to all staff, plan, compile and monitor the implementation of workplace skills plan. Ensuring that entrance and other tests to determine skills and fitness standards are conducted in accordance with established procedures. Identify and coordinate water safety programs and learn to swim courses for the schools and public. Preparing draft revenue/operating and capital estimates for pools and caravan park and resort. Recommending strategies to improve the efficiency and cost effectiveness of the service provided. Asset management for the sub section. Procurement and distribution of materials, tools, chemicals, cleaning stuff to all pools and resort Assist with the monitoring capital and operational projects. Supervision of sub section staff.

	<ul style="list-style-type: none"> Controlling attendance procedures and documentation as well as approving leave applications, authorization to work-overtime etc. Attend to complaints from staff and public. Represent Newcastle Municipality (swimming committee) especially at regional swimming championships. Attend to all complaints of caravan park residents (standby duties). Responsible for maintenance, repairs and general upkeep of resort and caravan park. Responsible for resort and caravan site bookings.
Where advertised	<ul style="list-style-type: none"> Internal / Newcastle Municipality Website
Position	SEMI-SKILLED LABOURER : POST ID : COMM1589
Remuneration	R143 522,99 per annum (Task Grade 5)
Qualifications	<ul style="list-style-type: none"> Grade 4 - 9 (NFQ Level 1) Basic Literacy and Numeracy (i.e. an understanding of basic written words and number recognition) Must be physically fit to perform manual duties
Experience	<ul style="list-style-type: none"> 6 months experience
Additional requirements	<ul style="list-style-type: none"> Must be physically fit to perform manual duties under extreme weather conditions
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Sweeping, litter-picking and removing weeds and trimming verges from sidewalks and in other designated areas. Removing any accumulated sand/soil spillage or motor vehicle accidents debris and reporting any oil or chemical spillages on roads and apply sand or lime prior to removal as well as removing sanitary refuse surrounding areas. Emptying street litter bins within designated routes and reporting on the conditions thereof. Removing animal carcasses on roads/routes and reporting such carcasses for collection by the designated personnel. Ensuring the safety and functionality of equipment and uniform utilized whilst on duty. Ensuring that all activities comply with municipal by-law and regulations as well as ensuring compliance with Occupational Health and Safety Legislation. Assisting with other general activities in the department as and when required. Calculating of plastic bags that will be required for pole litter bins and cleaning of the surrounding areas. Cleaning of the areas around the skip In order to ensure municipal roads and other property is maintained in a hygienic and tidy conditions and ensure that all activities associated with litter-removal, spillages etc., comply with the relevant health and safety legislation
Where advertised	<ul style="list-style-type: none"> Internal / Newcastle Municipality Website
Position	DRIVER/SUPERVISOR : POST ID : COMM832
Remuneration	R259 647, 90 per annum (Task Grade 9)
Qualifications	<ul style="list-style-type: none"> Grade 9/Standard 7 Valid Driver's License (Code 10 with PrDP)
Experience	<ul style="list-style-type: none"> 2-3 Year's relevant experience in Horticultural Environment
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Ensuring that parks, cemeteries, street trees, open spaces , library and office surroundings and playground equipment is maintained properly and according to laid down policies and regulations. Carrying out refuse removal activities, as well as the pruning of trees and shrubs. Applying fertilizers, insecticides and pesticides as per instruction from the supervisor. Investigate and report illegal burials on council land. Carrying out irrigation instructions on council parks, gardens and other floral displays. Supervising the issue of fuel on tractors and lawnmowers, comparing and controlling the daily usage thereof. Operating the truck and crane. Ensuring the proper planting and maintenance of flowers and shrubs.

	<ul style="list-style-type: none"> In order to ensure that the workshop is managed in accordance with safety and housekeeping policies and procedures, also to ensure that machinery and equipment are serviced and maintained according to standards to ensure optimum functionality. <p>General Administration Activities :</p> <ul style="list-style-type: none"> Supervising sub-ordinate staff. Completing staff attendance and time register, as well as vehicle log sheets. Supplying the office with statistical information concerning cemeteries, e.g. the correction of graves or burial space available, etc. Reporting illegal burials and burglaries as well as loss of equipment and machinery to the horticulturist. Ensuring the safe and correct utilization of machinery and equipment by staff. Supervising the issuing of fuel and controlling the storage and issuing of equipment. Approve leave for sub-ordinate staff. Oversee the utilization of machinery and equipment by sub-ordinate staff. Oversee the maintenance of parks, cemeteries, fields and street trees. Oversee the distribution and utilization of staff equipment and machinery. Compare and control the daily usage of fuel on tractors, mowers and other equipment by his sub-ordinate staff. Supervise and control the storage equipment. Ensure general maintenance of open spaces, parks , cemeteries , library , council flats , office grounds and sports facilities. Ensure all stock is accounted for. Oversee and ensure that safety procedures are adhered to at all times. Overseeing irrigations and repairs duties. Repair and maintenance of fences. In-house training and development of all staff. Identifying dangerous hazards before commencing daily duty. In order to ensure that the reporting requirements associated with burial space, council equipment and theft and vandalism of property are complied with.
Where advertised	<ul style="list-style-type: none"> Internal / Newcastle Municipality Website
Position	HEAVY DUTY PLANT OPERATOR : POST ID : COMM1436
Remuneration	R259 647, 90 per annum (Task Grade 9)
Qualifications	<ul style="list-style-type: none"> Grade 10/Standard 8 Valid Driver's License (Code EC) plus PrDP Valid Operators Certificate
Requirements	<ul style="list-style-type: none"> Physically abled bodied individual
Experience	<ul style="list-style-type: none"> 2 Years' work experience in a similar environment and experience in staff supervisions will be an advantage
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Ensuring that operators prepare the site for tipping by excavating the site into trenches and preparing approach roads to tipping area. Assist with maintaining the waste disposal site by ensuring that the entrance to the site area is kept clear and unobstructed as and when required by the Foreman. Operate equipment regarding maintenance , neatness, and tidiness at the waste disposal site by keeping the site entrance area and roads clean and controlling the cutting of grass and weeds. Operate equipment regarding maintaining site roads in a level and firm condition as it possible. Preparing trenches for wet weather deposits and monitor the deposit of hot or flammable waste, builders rubble . tree stumps, and bulky garden waste . Carrying out the destruction of condemned foods , products and documents. Ensuring overall compliance with safety , health , environment, and security procedures in terms of the Occupational Health and Safety Act. Ensuring that overall tidiness and neatness of the waste disposal site is maintained by ensuring that incoming waste is directed to predetermined areas as instructed by the Foreman. Preventing and extinguishing fires on site. Assist with the entry into the site by prohibiting unauthorized entry , dumping and reporting

	<p>non compliance with waste disposal site regulations to the relevant authorities for further investigation.</p> <ul style="list-style-type: none"> Responsible for the upkeep of vehicles , tools and other equipment in the section by ensuring that they are cleaned, lubricated and maintained at all times as and when required by the Foreman . Training of new staff in the section in the performance of their daily activities in order to ensure efficient running. Maintaining statistical information on staff attendance and daily input against set standards as and when required. In order to ensure that the activities associated with the waste disposal site are carried out in an effective and efficient manner by providing adequate relief support in the absence of driver's and other staff , and to also ensure that the site is maintained in a clean and tidy condition in fulfilment of the municipal by-law and OHS Act requirements.
Where advertised	<ul style="list-style-type: none"> Internal / Newcastle Municipality Website
Position	DISASTER MANAGEMENT PRACTITIONER POST ID: COMM182
Remuneration	R407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> Matric/Grade 12 National Diploma in Disaster Management or equivalent
Requirements	<ul style="list-style-type: none"> Computer literacy Valid Driver's license (must be in possession of a vehicle)
Additional requirements	<ul style="list-style-type: none"> Must be an abled bodied individual (Physically fit)
Experience	<ul style="list-style-type: none"> 3 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> Establishing through communication with immediate superior specific requirements. Checking applications and correcting deviations. Preparing reports detailing qualitative information with regards to Disaster Management plans. Updating, maintaining and/or approving recording/entries of occurrences in specific Disaster Management schedules and registers. Compiling training schedules and plans to co-ordinate exercises/practice seasons on Disaster Management techniques and applications. Completing procedural forms and documentation. Conducting inspections of structures and facilities, Investigating industrial processes and development intervention and, determining the impact of applications to communities, Compiling reports with regards to employee leave statistics, duty sheet and log sheets. Identifying deficiencies with respect to the preparedness and awareness of the communities to potential risk and hazards. Responds to reported calls of disaster related incidents. Assuming control of the 'on site operations and directing/implementing procedures and plans to facilitate recovery and rehabilitation. Reporting on the status of the disaster and/or making recommendations. Organizing and arranging campaigns/programmes to provide communities with information and advice on disaster prevention and recovery techniques.
Where advertised	<ul style="list-style-type: none"> Internal / Newcastle Municipality Website
Position	CHIEF OPERATIONS MANAGER : POST ID: COMM4
Remuneration	R670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> Grade 12/Matric Degree in Commerce / Public Administration or equivalent
Requirements	<ul style="list-style-type: none"> Computer literate MFMP Certificate will be an advantage
Additional requirements	<ul style="list-style-type: none"> Incumbent should be experienced in championing their duties with Senior Management of the Department
Experience	<ul style="list-style-type: none"> 5 Years relevant experience in Middle Management

Responsibilities	<p>Manage Strategic Administration (Governance) of Community Services Department for the following business Units:</p> <ul style="list-style-type: none"> • Waste Management Services • Parks Recreation and Cemeteries • Environmental Health Services & Pound Services • Library Services • Museums Services • Art Gallery Services • Community Halls • Traffic Management Services & By-law Enforcement • Security Services • Fire and Disaster Management <p>Coordinate and Champion the following Governance functions for Community Services department:</p> <p>IDP Champion</p> <ul style="list-style-type: none"> · Includes identification/development of Strategic Objectives aligned to the annual Action plans, funded KPI's and Projects of the department. <p>-</p> <p>Complaints and Community Needs</p> <p>Coordination of Issues, needs and complaints raised through Public Participation, Warrooms and Customer Care and use this information to prioritize Projects and Programmes during Budgeting processes.</p> <p>Monitoring and Evaluation (SDBIP) Champion</p> <p>Annual & Quarterly reporting on the projected targets in the SDBIP and compilation of the following documents for reporting and assessment Purposes:</p> <ul style="list-style-type: none"> -Top Layer SDBIP. -Key Performance Indicator Definition Forms. -Project Implementation plans (Both high level and Individual PIP). -Cash Flow Projection Plan. <p>RISK MANAGEMENT</p> <ul style="list-style-type: none"> · Strategic, Fraud and Operational Risk Profiles · Legislative Compliance reporting <p>AUDIT</p> <ul style="list-style-type: none"> · Champion findings raised from Internal Audit · Coordinate information requested by AG – RFI (Request For Information) for the Municipal previous year Assessment <p>FINANCIAL MANAGEMENT:</p> <p>-</p> <ul style="list-style-type: none"> · Champion Compilation, Coordination, Reporting and Reviewing of the Revenue Enhancement Strategy · Budget Champion for Community Services (Coordinating and Consolidating Draft and budget adjustment files for the department) · Compilation and monitoring of Procurement Plan · Asset Management · MSCOA Champion
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	<p>GENERAL ADMINISTRATION</p> <ul style="list-style-type: none"> · Delegation of Power: Compilation and monitoring of Delegated Authority to the Management of Community Services · Fleet Register : Compilation, monitoring and updating of fleet register with year model, value of the departmental fleet, and required replacements. Information is utilized to motivate procurement of new fleet during budget processes · Presentations and Reports: Responsible for compiling departmental presentations for Strategic Session/workshop, Municipal extended Manco and Extended Exco workshops were departments are expected to do presentations. · Chair Departmental Management Meetings (Manco) in the absence of the HOD/Strategic Executive Director · Monitor Compilation of Portfolio Agenda and Portfolio reports/items before serving at the committee · Organogram: Coordinate the compilation of the Organogram for Community Services department and ensure that submissions from Management into the structure is aligned to their Strategic Objectives and ultimately to their functionality.
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 SED: Community Services : Mr. GB Dlamini at 034-328 7600

DEPARTMENT: BUDGET AND TREASURY OFFICE

RE : ADVERTISEMENT

Position	METER READER ASSISTANT: POST ID: BTO251
Remuneration	R169 436,50 per annum (Task Grade 6)
Qualifications	<ul style="list-style-type: none"> • Grade 11
Requirements	<ul style="list-style-type: none"> • Must be able to communicate in one of the official languages (isiZulu, English or Afrikaans)
Experience	<ul style="list-style-type: none"> • 6 months relevant experience
Additional Requirements	<ul style="list-style-type: none"> • Must be physically fit
Responsibilities	<ul style="list-style-type: none"> • Assist the Meter Readers with their functions. • The removal or killing of snakes, frogs etc, found in meter boxes. • Assist with general duties in the office e.g. moving furniture. • To clean meter rooms, electrical kiosks and water meters boxes. • Assisting with the reporting of faulty meters where applicable. • Assisting with the recording of the meter readings, either onto the hand held devices or paper, where applicable. • Assist with any other work given to them in the income Section where relevant to duties. • Communicating with Meter Reader and departmental personnel as required. • Completion of accurate time sheet on a daily basis.
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 : Revenue Management : Budget and Treasury Office : Mrs. J Muir 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 : 20 OCTOBER 2023