



DIRECTORATE : HUMAN RESOURCES MANAGEMENT

Strategic Executive Directorate : Corporate Services

TO : Acting Municipal Manager
SED : Development Planning & Human Settlements
Acting SED : Budget and Treasury Office
SED : Technical Services
SED : Corporate Services
Acting SED : 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 : 20 June 2023


INTERNAL MEMORANDUM

HR CIRCULAR 30/2023 : 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 DUMISAN (PD) THABETHE
ACTING MUNICIPAL MANAGER

21 / 06 / 23



NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT: COMMUNITY SERVICES

Position	CONTRACT LIFEGUARDS: POST ID: COMM1246; COMM1261; COMM1276; COMM1277; COMM1278
Remuneration	R169 436,50 per annum (Task Grade 6)
Qualifications	<ul style="list-style-type: none"> • Grade 11 • Valid Lifeguard Certificate – Pool (Annual retest is compulsory) • Valid Level 1 First Aid Certificate
Experience	<ul style="list-style-type: none"> • 1-2 Years relevant experience
Additional requirements	<ul style="list-style-type: none"> • Shortlisted Candidates will undergo a swimming test.
Responsibilities	<ul style="list-style-type: none"> • Providing information to pool users on the depths of the specific areas and defined zones / restriction for new users. • Observing swimmers in the pool and issuing warnings to stop unsafe practices / activities. • Controlling crowds during festive holidays / organized swimming events, checking and communicating with group leaders or individuals to confirm understanding of rules. • Checking usage of pool equipment (high diving boards, etc), observing and / or reprimanding unsafe practices. • Responding to distress calls and removing bathers who are in difficulty at specific depths. • Resuscitating victims using first aid techniques to revive breathing and pulse. • Checking on the condition / recovery and / or determining the need to further treatment and arranging for emergency services to collect and transport patient in order to ensure public behaviors is monitored, unsafe actions identified and stopped enabling all users to enjoy the facilities safely.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipality Website
Position	CONTRACT CASHIERS : POST ID: COMM1262, COMM1263, & COMM1264
Remuneration	R204 851,62 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Grade 12 with Mathematics or Accountancy passed as subject. • Computer literacy
Experience	<ul style="list-style-type: none"> • 1 Year relevant experience
Responsibilities	<p>CASH RECEIPTING :</p> <ul style="list-style-type: none"> • Receive payment against services rendered from the Public. • Communicating with the customer and attending to specific payments • Collecting and counting payment tendered, verifying total against amount due. • Issuing receipt reflecting amount tendered and confirms recording with the customer. • Receipting of payments • Daily balancing and cashing up procedures. • Assisting the public with their queries where applicable • Cleaning of offices where applicable

	<ul style="list-style-type: none"> • Maintaining the security controls of the offices where applicable • Compilation of registers such as caravan park and picnic areas and adherence to the relevant procedures thereof where applicable • To ensure customer enquiries and payment transactions are effectively attended to and accurately processed in accordance with laid down departmental guidelines. <p>CASH RECONCILIATION :</p> <ul style="list-style-type: none"> • Reconciles cash received against receipts issued to customers. • Separating denominations and commencing with control counting sequences • Tallying amounts and verifying cash totals to receipts issued • Verifying cash receipts schedule / reports against cash / cheque totals with the immediate supervisor and/ or attending and rectifying deviations in recordings or counts prior to forwarding for depositing. • Maintaining transactional information and records, filling transactional documentation and notification in alpha-numeric/ chronological sequence and/ or retrieve information to support query resolution. • Preparation of deposit slips (banking) for collection by the fidelity group where applicable • Allocation of receipts from bank statements where applicable • Relevant adjustment to the customer accounts in respect of correcting misallocations where applicable • In order to ensure cash received and receipts issued and reconciled, totals confirmed and schedules verified in accordance with laid down departmental guidelines.
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 : Parks, Horticulture and Cemeteries: Community Services : Ms. NHG Mavuso at 034 – 328 7703.

- 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 : 30 JUNE 2023



NEWCASTLE MUNICIPALITY

APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist the district municipality 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 at Newcastle Municipality.</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> <ol style="list-style-type: none"> 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. 2. Passport number in the case of non-South Africans. 3. This information is required to enable the department to comply with the Employment Equity Act, 1998. 4. This information will only be taken into account if it directly relates to the requirements of the position. 5. Applicants with substantial qualifications or work experience must attach a CV. 	A. THE ADVERTISED POST					
	Position for which you are applying (as advertised)			Newspaper where the position was advertised		
	Reference number (if stated in the advert)			If you are offered the position, when can you start OR how much notice must you serve with your current employer?		
	B. PERSONAL INFORMATION					
	Surname					
	First Names					
	Date of Birth					
	ID number					
	Race		<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
	Gender		FEMALE		MALE	
Do you have a disability?			YES	NO		
Are you a South African Citizen?			YES	NO		
If no, what is your Nationality						
And do you have a valid work Permit?			YES	NO		
Have you ever been convicted of a criminal offence or been dismissed from employment?			YES	NO		
Do you have a driver's license?			YES	NO		
Are you computer literate?			YES	NO		
Are you disabled?			YES	NO		
If YES elaborate						
Do you hold a professional membership with any professional body? If yes, provide information below			YES	NO		
Name of professional body		Membership number	Expiry date			
C. HOW DO WE CONTACT YOU						
Preferred language for correspondence?						
Telephone number during office hours						

6. Correspondence contact details (in terms of above)	Physical Address			
	Preferred method for correspondence	Post	E-mail	Fax
	Correspondence contact details (in terms of the above)			

D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Languages (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
<i>Tertiary education (complete for each qualification you obtained)</i>		
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)	Post 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:**