



Newcastle Municipality
OFFICE OF THE MUNICIPAL MANAGER
2024 -05- 2 4
Newcastle Municipality

OFFICE OF THE SED : CORPORATE SERVICES

REF : HR 4/1/2/1
ENQUIRIES : EZ Zondi
EXTENSION : 6006
DATE : 06 May 2024
TO : Municipal Manager (Mr. ZW Mcineka)
: SED: Budget and Treasury (Mrs. P.H.Z Kubheka)
: SED: Development Planning and Human Settlements (Mrs. N Kathide)
: SED: Technical Services (Mr. BP Mnguni)
: SED: Community Services (Mr. GB Dlamini)
: SED: Corporate Services (Dr. Dumisani (PD) Thabethe)

memorandum

HR CIRCULAR NO. 22 / 2024 : ADVERTISEMENT OF VACANCIES

Attached hereto please find Advertisement of Vacancies 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.

06/05/24
DR. DUMISANI (PD) THABETHE
SED : CORPORATE SERVICES

Approved/ Not Approved >

MR. ZW MCINEKA
MUNICIPAL MANAGER 23/05/2024



NEWCASTLE MUNICIPALITY VACANCIES

The following vacancies exists in the departments as mentioned hereunder:-

DEPARTMENT : TECHNICAL SERVICES : (ELECTRICAL / MECHANICAL SERVICES)

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| Position | ELECTRICIAN (X2) : POST ID'S : TS2268 AND TS2282 |
| Remuneration | R345 135,45 per annum (Task Grade 11) |
| Qualifications | <ul style="list-style-type: none"> • Grade 12 or equivalent N3 Level Certificate, Proficiency Certificate • Trade Test Certificate in Electrical Engineering or equivalent • Valid Driver's License |
| Experience | <ul style="list-style-type: none"> • 1-3 Years' relevant experience |
| Responsibilities | <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Communicating with immediate supervisor and establishing material and resources necessary against specific works orders • Interacting with the stores and checking allocated components and materials against job cards prior to commencing with loading • Providing guidelines and specific instructions to personnel with respect to the preparation of work site for major/ minor works and/ or setting up of traffic signage • Inserting the relevant information (quantitative/ qualitative) and/ or details of activities • Forwarding to the relevant personnel for processing • Referring to work schedules and registers to correct deviations in entries raised during processing • Providing guidelines and specific instructions to personnel with respect to the storage of materials, equipment and/ or hitching of trailers and checking and correcting any deviations from safety procedures • Transporting personnel/ material and monitoring the off-loading of materials and equipment • Monitoring and attending to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc. • Terminating cables, wires etc. to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires |
| Where advertised | <ul style="list-style-type: none"> • Internal / Newcastle Municipal Website |

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| Position | CLERK OF WORKS : POST ID : TS2218 |
| Remuneration | R345 135,45 per annum (Task Grade 11) |
| Qualifications | <ul style="list-style-type: none"> • Grade 12 or equivalent • National Diploma Certificate in Electrical Engineering or equivalent • Valid Driver's License |
| Experience | <ul style="list-style-type: none"> • 1-2 Years' relevant experience in electrical Engineering works |
| Responsibilities | <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Monitoring and attending to deviation in the construction • Monitoring the standards of work • Providing technical advice to resolve immediate problems on site whilst maintaining overall project standards • Attend meetings for new projects • Order material • Conducting on-site observation and spot-checks of work in progress |

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|------------------|---|
| | <ul style="list-style-type: none"> • Co-ordinate, monitor and inspect work of construction for assigned projects on behalf of the Newcastle Municipality Electrical Department • Observe the construction, contrast progress, procedures, workmanship, schedule, overall job safety and amiable co-ordination between the contractor, the consultants and the company |
| 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 : Electrical/ Mechanical Services, Mr.BS Ngwenya, at 034 – 328 7600 / 7958.

DEPARTMENT : CORPORATE SERVICES : (ADMINISTRATION)

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|------------------------|---|
| Position | SENIOR ADMINISTRATIVE OFFICER : SECRETARIAT : POST ID : CORP16 |
| Remuneration | R407 462,85 per annum (Task Grade 12) |
| Qualifications | <ul style="list-style-type: none"> • Grade 12 / Matric • National Diploma in Public Management / Administration or equivalent qualification • Valid Driver's License |
| Experience | <ul style="list-style-type: none"> • 5 – 8 Years of experience in Committee support |
| Additional Requirement | <ul style="list-style-type: none"> • Computer Literacy : MS Office |
| Responsibilities | <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Overseeing the activities of the Committee Officers, Senior Switchboard Operator and Interpreter by providing guidance • Ensuring the correct collation and preparation of agendas and minutes for all council and committee meetings/ workshops • Circulate agendas or any other documentation, electronically, to Councillors/ Traditional Leaders and Officials • Compiling draft minutes and capturing the recommendations and resolutions as discussed • Proof-reading of the minutes and on completion of corrections submitting final draft to Manager : Secretariat for further correction and approval, from Strategic Executive Director of relevant Portfolio Committees • Checking the minutes against and submit to Director : Administration for final approval • Ensuring the final minutes are distributed electronically and in hard copy format to relevant recipients for further action • Driving relevant Portfolio Committees allocated to ensure a smooth flow of reports for submission to Executive Committee and Council. Arranging duplication and typing documents for Councillors • Ensuring that Councillors are informed of meeting arrangements and postponements of scheduled meetings • Ensuring that approved Policies/ By-laws and final signed approved minutes are submitted to Records for record keeping. |
| 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. DR Molefe, at 034 – 328 7696 / 8621.

- 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.

- 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: 07 JUNE 2024



NEWCASTLE MUNICIPALITY

APPLICATION FOR EMPLOYMENT

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| <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="5" 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="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. PERSONAL INFORMATION</td> </tr> <tr> <td>Surname</td> <td colspan="4"></td> </tr> <tr> <td>First Names</td> <td colspan="4"></td> </tr> <tr> <td>Date of Birth</td> <td colspan="4"></td> </tr> <tr> <td>ID number</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: center;">Race</td> <td style="text-align: center;">African</td> <td style="text-align: center;">White</td> <td style="text-align: center;">Coloured</td> <td style="text-align: center;">Indian</td> </tr> <tr> <td style="text-align: center;">Gender</td> <td colspan="2"></td> <td style="text-align: center;">FEMALE</td> <td style="text-align: center;">MALE</td> </tr> <tr> <td>Do you have a disability?</td> <td colspan="2"></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Are you a South African Citizen?</td> <td colspan="2"></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>If no, what is your Nationality</td> <td colspan="4"></td> </tr> <tr> <td>And do you have a valid work Permit</td> <td colspan="4"></td> </tr> <tr> <td>Have you ever been convicted of a criminal offence or been dismissed from employment?</td> <td colspan="2"></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Do you have a driver's license?</td> <td colspan="2"></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Are you computer literate?</td> <td colspan="2"></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>If YES elaborate</td> <td colspan="4"></td> </tr> <tr> <td>Do you hold a professional membership with any professional body? If yes, provide information below</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: center;">Name of professional body</td> <td colspan="2" style="text-align: center;">Membership Number</td> <td colspan="2" style="text-align: center;">Expiry Date</td> </tr> <tr> <td colspan="5" style="text-align: center;">C. HOW DO WE CONTACT YOU</td> </tr> <tr> <td>Preferred language for correspondence?</td> <td colspan="4"></td> </tr> <tr> <td>Telephone number during office hours</td> <td colspan="4"></td> </tr> <tr> <td>Physical Address</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: center;">Preferred method for correspondence</td> <td style="text-align: center;">Post</td> <td style="text-align: center;">E-mail</td> <td colspan="2" style="text-align: center;">Fax</td> </tr> <tr> <td>Correspondence contact details (in terms of the above)</td> <td colspan="4"></td> </tr> </table> | 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 | African | White | Coloured | Indian | 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 | | | | | 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 | If YES elaborate | | | | | Do you hold a professional membership with any professional body? If yes, provide information below | | | | | Name of professional body | Membership Number | | Expiry Date | | C. HOW DO WE CONTACT YOU | | | | | Preferred language for correspondence? | | | | | Telephone number during office hours | | | | | Physical Address | | | | | Preferred method for correspondence | Post | E-mail | Fax | | Correspondence contact details (in terms of the above) | | | | |
| A. THE ADVERTISED POST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | African | White | Coloured | Indian | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If YES elaborate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you hold a professional membership with any professional body? If yes, provide information below | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of professional body | Membership Number | | Expiry Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. HOW DO WE CONTACT YOU | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preferred language for correspondence? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone number during office hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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' | | | | | | |
|--|----------------------|--|--|--|--|--|
| | 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: |
| | |