



**NEWCASTLE MUNICIPALITY  
VACANCY  
CS29/2024  
RE-ADVERTISEMENT**

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

**DEPARTMENT: CORPORATE SERVICES**

POSITION	<b>ADMINSTRATIVE OFFICER : POST ID : CORP43</b>
Remuneration	R345 135,45 per annum (Task Grade 11)
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• National Diploma in Public Administration or Equivalent qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 5 -8-year relevant experience with supervisory experience</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• Computer Literacy (MS Office)</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Monitoring and controlling of the directorate financial expenditure</li> <li>• Co-ordinating and management of financial records</li> <li>• Follow up with creditors department with regard to unpaid account queries</li> <li>• Preparation of financial reports in consultation with Senior Admin Officer: General Administration</li> <li>• Ensuring compliance with SCM policy and procedures</li> <li>• Electronic ordering of goods, e.g. cleaning materials from main store</li> <li>• Completion of requisitions for goods and services</li> <li>• Ensure payment of accounts for goods and services procured</li> <li>• Consolidating and compiling of risk management reports</li> <li>• Ensure that the cleaning service providers compiles with the services level agreement</li> </ul>
Where Advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle 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 Director: Administration : Corporate Services : Mrs DR Molefe 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.**

**CLOSING DATE: 14 June 2024**