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**TO :** Municipal Manager  
 Development Planning & Human Settlements  
 SED : Budget and Treasury Office  
 Technical Services  
 Acting SED : Corporate Services  
 Community Services

**FROM :** Director : Human Resources

**REF NO :** HR 5/3/2/1

**ENQUIRIES :** P S Sibiya

**DATE :** 06 August 2018

MUNICIPAL MANAGER  
 2018 -08- 06  
 NEWCASTLE MUNICIPALITY

*Thabane*

**INTERNAL MEMORANDUM**

HR CIRCULAR NO. 47/2018 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for 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, the latter cannot be held responsible for any application that might go amiss.

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.

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 DIRECTOR : HUMAN RESOURCES

*NV*  
 N VINKHUMBO  
 ACTING SED: CORPORATE SERVICES

**NEWCASTLE MUNICIPALITY  
VACANCIES  
CS69/2018**

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

**DEPARTMENT: COMMUNITY SERVICES (COMMUNITY SAFETY)**

**TRAFFIC WARDENS (X10) : POST ID'S : COMM 182-COMM 191**

Position	<b>TRAFFIC WARDENS (X10)</b>
Remuneration	R155 833,66
Qualifications	<ul style="list-style-type: none"> <li>• Matric/Grade 12</li> <li>• Code B Driver's Licence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• No Experience</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Code A Driver's Licence (Motor cycle Licence)</li> <li>• Eligible to be registered as a Peace Officer (no criminal record)</li> <li>• Must be below the age of 35 (by December 2018)</li> <li>• Physically fit and be prepared to work in extreme weather conditions</li> </ul>
Responsibilities	<p style="text-align: center;"><b>LAW ENFORCEMENT FUNCTIONS</b></p> <p><b>ROAD SAFETY</b></p> <p><b>Assists the municipality with ensuring the safety of road users, by :</b></p> <ul style="list-style-type: none"> <li>• Control traffic in general as well as on loading zones, not stopping areas, no parking areas, etc.</li> <li>• To prosecute offenders in accordance with part 5 (a) of the Criminal Procedures Act, Municipal By-Laws and Road Traffic Act.</li> <li>• Assisting with the issuing of parking tickets according to laid down traffic regulations.</li> <li>• Assist with other traffic related duties as and when required.</li> <li>• Assist the Temporary Traffic Wardens with point duties.</li> </ul> <p>In order to ensure the safety of scholars at designated road crossing points by controlling the flow of traffic at specified intervals.</p>
Where advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle Advertiser / Newcastle Municipality Website</li> </ul>

**Detailed CV's can be forwarded to Mr P S Sibiya at the Directorate : Human Resources, Tower Block, 5<sup>th</sup> floor, Office no B562, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Chief : Traffic Officer, Mr A K Anandhaw at 034 – 328 4702.**

- 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 representativity 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.

**CLOSING DATE : 31 AUGUST 2018**