

## DIRECTORATE : HUMAN RESOURCES

Strategic Executive Directorate : Corporate Services

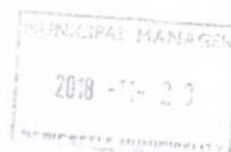
**TO** : **Municipal Manager**  
**Acting SED : Development Planning & Human Settlements**  
**Acting SED : Budget and Treasury Office**  
**SED : Technical Services**  
**SED : Corporate Services**  
**SED : Community Services**

**FROM** : **Director : Human Resources**

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

**ENQUIRIES** : **A Taljaard**

**DATE** : **21 November 2018**



### INTERNAL MEMORANDUM

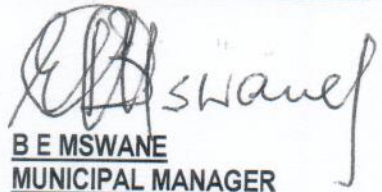
#### RE-SUBMISSION OF HR CIRCULAR NO. 62/2018 : ADVERTISEMENT OF VACANCY

Attached please find an advertisement for a vacancy 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.

  
**DR N Y MBATHA-MAHLUBI**  
**SED : CORPORATE SERVICES**

  
**B E MSWANE**  
**MUNICIPAL MANAGER**

## NEWCASTLE MUNICIPALITY VACANCIES

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

### DEPARTMENT : MUNICIPAL MANAGER

### STRATEGIC EXECUTIVE DIRECTOR : BUDGET AND TREASURY OFFICE : POST ID : BTO1

Reference Number	Post ID : BTO1
Occupational Category	Senior Management
Annual Remuneration Package	R1 097 024,00 – Middle Notch R1 305 982,00 – Maximum Notch R1 514 940,00 (Annual total remuneration package). In accordance with Local Government Gazette 41173 of 10 October 2017.
Terms of Appointment	Five (5) years fixed term performance based contract.
Years of Experience	<ul style="list-style-type: none"> <li>• Minimum of 7 years at senior and middle management levels, of which at least 2 years must be at senior management level.</li> <li>• A proven ability of communicating and negotiating at all spheres and levels of government, must be eligible for membership of the IMFO.</li> <li>• Advanced leadership skills i.e. excellent interpersonal and managerial skills, strategic focus on financial reporting abilities.</li> <li>• Appropriate understanding of generally recognized accounting practices.</li> </ul>
Minimum Qualifications	<ul style="list-style-type: none"> <li>• NQF Level 7 qualification in the fields of Accounting, Finance or Economics.</li> <li>• Must have a valid unendorsed driver's license.</li> <li>• Chartered Accountant will be an added advantage.</li> <li>• The successful applicant must be a registered accountant.</li> <li>• Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Strategic and visionary leadership, excellent written and verbal communication skills, ability to work under pressure and adhere to tight deadlines, clear understanding of legislation governing local government which, amongst others is, the Municipal Finance Management Act, Systems Act, Structures Act, Municipal Property Rates Act and other relevant legislation.</li> <li>• Working knowledge and understanding of financial management as well as asset and investment management.</li> <li>• Proven ability in the preparation and implementation of internal control and systems to ensure sound financial management.</li> </ul>
Responsibilities	<p>Reporting to the Municipal Manager, the post operates at a strategic level with the main focus being to :-</p> <ul style="list-style-type: none"> <li>• Provide an advisory service to Council and the Accounting Officer regarding financial policy matters.</li> <li>• Ensure the implementation and adherence to the General Recognized Accounting Practices and Generally Accepted Municipal Accounting Practices.</li> <li>• Compilation of monthly and annual financial statements. Manage revenue, debt collection, financial risk, budget and treasury office.</li> <li>• Ensure accuracy in the monthly financial reports to Council and Provincial Treasury.</li> <li>• Monitor municipal budget and overseeing debt collection initiatives.</li> <li>• Oversee the efficient investment of council funds.</li> <li>• Ensure implementation and execution of the indigent policy.</li> <li>• Liaise with the Auditor General and other bodies which set financial standards to ensure effective compliance with the relevant legislation.</li> <li>• Ensure compliance with the Council's Supply Chain Management Policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop, implement and manage strategies, policies including review and update of some, procedures and plans for the directorates under his/her control, aligned with the strategic goals of the municipality through co-operation and innovative team work.</li> <li>• Ensure that all council policies and relevant national and provincial legislation regarding financial matters are implemented in accordance with the Municipal Finance Management Act (Act 56 of 2003).</li> </ul>
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The above position will be advertised internally, Newcastle Advertiser, Ilanga, Sunday Times and on the Municipal Website.

The appointment made will be subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

The candidate will be required to disclose all financial interests and will be subjected to competency assessment.

**Please note :** Candidates are required to complete the prescribed "Annexure C" application form as per Government Gazette No. 37245 of 17 January 2014 which is obtainable from all Municipalities as well as the internet at [www.gpwonline.co.za](http://www.gpwonline.co.za) (Failure to do so will result in the candidate being disqualified). Certified copies (not older than 3 months) of academic qualifications and a detailed CV must accompany your application.

**NOTE :** It will be expected of the successful candidate/s to attain Local Government : Municipal Finance Management Act, 2003 (MFMA) : Minimum Competency Levels in unit standards as per Government Notice 21 No. R493 of Gazette 37245 of 15 June 2007 within eighteen (18) months of commencement of service. Failure to do so will result in the contract of employment to be rescinded.

The employee's ordinary place to be stationed will be Newcastle, provided that the municipality may require the employee to work at such places within the Republic of South Africa as may be necessary, whether on a temporary or permanent basis and may require the employee to travel internationally in the performance of his duties.

**Detailed CV's can be forwarded to Mrs A Taljaard 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 Municipal Manager, Mr B E Mswane at 034 – 328 7750.**

A prescribed application for employment form and a full advert is available on the official website of the municipality at [www.newcastle.gov.za](http://www.newcastle.gov.za)

Costs incurred for attending an interview will be for the candidate's own account.

- 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.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants need to undergo a competency assessment.

- 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.
- African Females are encourage to apply.

The Municipality reserves the right not to make any appointment. Newcastle Municipality is an equal opportunity and affirmative action employer. We are committed to the achievement and maintenance of diversity and equity in employment

**CLOSING DATE : 18 JANUARY 2019**