



DIRECTORATE : HUMAN RESOURCES

Strategic Executive Directorate : Corporate Services

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

FROM : SED : Corporate Services

REF NO : HR 5/3/2/1

ENQUIRIES : A Taljaard

DATE : 15 September 2020

MUNICIPAL MANAGER
2020 -09- 1 5
NEWCASTLE MUNICIPALITY

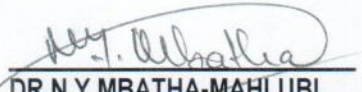
INTERNAL MEMORANDUM

HR CIRCULAR NO. 19/2020 : 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.


DR N Y MBATHA-MAHLUBI
SED : CORPORATE SERVICES

NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT : DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS

SENIOR LED OFFICER : INVESTMENT PROMOTION : POST ID : DPHS30

Position	SENIOR LED OFFICER : INVESTMENT PROMOTION
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • A relevant tertiary qualification in Economics, Development Studies or Marketing (NQF Level 6) • Driver's License (Code EB)
Experience	<ul style="list-style-type: none"> • 4 Years' relevant experience
Responsibilities	<p>LOCAL ECONOMIC DEVELOPMENT INITIATIVES</p> <p>ALIGNING OUTCOMES TO THE BROADER DEVELOPMENTAL OBJECTIVES</p> <p>Controls the critical key performance areas of the functionality and provides input into the broader local Economic Development objectives, by :</p> <ul style="list-style-type: none"> • Identifying with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of the communication, investment, tourism and agricultural dimensions of local economic development. • Mapping out initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the target public and priorities requiring attention. • Providing information based on trends and expected outcomes to facilitate the provisioning for specific activities/interventions during the functional budgeting process. • Participating in meetings and presenting information and opinions on economic development opportunities and the capability of current marketing initiatives to support strategies and develop and strengthen relationships within and outside the organization. • Marketing and promotion of the area to investors from outside and inside the municipal area. <p>In order to ensure the functionality is capable of supporting Council's local economic development objectives through recognition of immediate priorities and longer term interventions.</p> <p>ACHIEVING SUSTAINABLE LOCAL ECONOMIC GROWTH</p> <p>IDENTIFYING KEY ENABLERS AND OPPORTUNITIES</p> <p>Identifies with key dimensions and opportunities with regards to Economic Development, by :</p> <ul style="list-style-type: none"> • Co-ordinating broader based stakeholder workshops to seek ideas, establish priorities and determine strengths, weaknesses and threats. • Formulating plans detailing interventions, actions and timelines guiding the delivery and/or execution of activities. • Assessing and evaluating local economic development project proposals and applications and preparing reports summarizing findings and including specific recommendations for consideration. • Conducting situational analysis and feasibility studies to assess the impact of specific economic development initiatives and opportunities. • Interacting with the established local business sector to elicit support with job creation and poverty alleviation initiatives. <p>In order to ensure assessment of the local situation is taken into account and specific interventions prioritized to support growth in the local economy.</p>

	<p>PROJECT CO-ORDINATION AND IMPLEMENTATION</p> <p>Co-ordinates and executes specific project/programme requirements and monitors application and outcomes, by :</p> <ul style="list-style-type: none"> • Conducting training to develop understanding and improve capabilities of the local community to participate in economic development initiatives. • Assessing project deliverables against agreed outcomes and milestones and establishing reasons for non-achievement of critical requirements. • Presenting alternative options to address constraints or bottlenecks in execution phases. • Evaluating performance against agreed measures and standards through feedback and situational assessments. <p>In order to ensure local economic development projects contributes to the empowerment of local communities through sustained job opportunities and/or business potential.</p> <p>ADMINISTRATION</p> <p>REVIEWS, REPORTS AND CORRESPONDENCE</p> <p>Attends to the administrative recording, reporting and recordkeeping requirements/ procedures, by :</p> <ul style="list-style-type: none"> • Preparing investigational reports and summaries detailing functional progress and/or outcomes for submission to the immediate superior for consideration and inclusion in specific committee agendas. • Compiling notices, agendas and minutes of functional meetings and attending to the circulation. • Updating system information with specific project information and/or confirming payments due against transactional details and forwarding documentation for processing. • Formulating responses to correspondence and enquires from the general public, councillors and officials, referring to policies and resolutions of council. • Maintaining records of work in progress, notices and correspondence, updating, filing and/or removing obsolete records and retrieving information for reference. <p>In order to ensure laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions/actions.</p> <p>SUPERVISION AND CONTROL</p> <p>Co-ordinates and control tasks/activities associated with controlling and directing personnel performance, productivity and discipline, by :</p> <ul style="list-style-type: none"> • Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/or other approved methods designed to improve and motivate personnel. • Implementing new work procedures and updating control measures to improve productivity. • Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. • Establishing the adequacy and availability of personnel against agreed outcomes and motivating the immediate superior for additional resources. • Assessing training and developmental needs and include motivations into management reports and approval. <p>In order to ensure that required information is readily available to inform decision making at management at general staff level, by ensuring that all information is kept updated and stored easily in easily retrievable formats.</p>
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Newcastle Municipal Website

Detailed CV's can be forwarded to the Directorate : Human Resources, Tower Block, 5th floor, Office no B560, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director : Development Planning and Human Settlements, Mr V Govender at 034 – 328 7790.

DEPARTMENT : CORPORATE SERVICES (ADMINISTRATION)**CHIEF ADMINISTRATIVE OFFICER : POST ID : CORP3**

Position	CHIEF ADMINISTRATIVE OFFICER
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none">• Grade 12• National Diploma or Degree in Administration or any other relevant qualification• Computer Literacy – MS Office Applications
Experience	<ul style="list-style-type: none">• 4 Years' relevant experience
Responsibilities	<p>To co-ordinate specific logistical requirements associated with council's meetings in order to ensure requirements are communicated and arranged and confirmed enabling meetings to commence and proceed without interruptions and/or disruptions, by :</p> <ul style="list-style-type: none">• Referring to Council's schedule of meetings and arranging and confirming the venue with due consideration given to the number of delegates attending and facilities required.• Communicating with internal departments and/or external service providers in respect of the catering requirements and/or stationery and equipment needed for specific sessions.• Allocating secretarial resources in accordance with the status and complexity of meetings and submitting completed schedules for approval and execution. <p>To provide administrative and secretarial support to various committee and sub-committee sittings within the Council in order to ensure laid down guidelines are applied and all secretarial and support requirements associated with the committee functions is efficiently undertaken and completed, by :</p> <ul style="list-style-type: none">• Communicating with Office Bearers to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items.• Circulating notification, agenda and minutes of previous meetings to members.• Accessing and making information available prior to the meeting to the Chairperson and/or representatives on specific items for discussion, referring to Council's resolutions, reports and correspondence.• By performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/discussions and decisions, and making available od copies of correspondence referred to in discussions to members. <p>To perform administrative activities associated with preparation of documents and correspondence for circulation in order to ensure minutes of meetings are accurately compiled, reflective of discussions and verified prior to circulation and laid down administrative, by :</p> <ul style="list-style-type: none">• Using word processing applications to prepare minutes and notifications of meetings.• Translating the content of minutes of meetings, notices, etc. into specific official languages to enable officials and representatives to comprehend issues and discussions and forwarding draft documentation to the immediate superior for verification prior to circulation.• Referring to legislation, council resolutions and regulations to enable formulation of resolutions and recommendations arising out of discussions in committee.• Recording and updating registers of attendees to committee meetings and extracting and forwarding information on request with respect to long term / continuous absenteeism of officials and union representatives to committee chairperson.• Updating committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences. <p>To provide administrative and secretarial support to the ward committees, Office of the Speaker and Office of the Mayor within the Council in order to ensure that laid down guidelines are applied and all secretarial and support requirements are met, by :</p> <ul style="list-style-type: none">• Communicating with relevant Manager or Executive Manager to establish which administrative support is required in both Offices of the Mayor and Speaker.• Providing administrative support to both Offices of Mayor and Speaker. By attention ward committee meetings and provide administrative support.
Where advertised	<ul style="list-style-type: none">• Internal / Newcastle Advertiser / Newcastle Municipal Website

PERSONAL ASSISTANT : POST ID : CORP2

Position	PERSONAL ASSISTANT
Remuneration	R375 294,48 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma in Public Administration or equivalent • Computer Literacy : MS Word; Excel; E-mail, Communication skills, Human Relations, Protocol knowledge, Meeting procedures and able to arrange diary.
Experience	<ul style="list-style-type: none"> • 3 Years' relevant experience
Responsibilities	<p>ADMINISTRATIVE FUNCTIONS</p> <p>SECRETARIAL SUPPORT</p> <p>Performs specific tasks/activities associated with the provision of Secretarial support, by :</p> <ul style="list-style-type: none"> • Scheduling, confirming and updating the diary of the Head of Corporate Services and alerting or indicating priority/urgent meetings requiring attention. • Organising, confirming and scheduling meetings/appointments with internal departments/external officials, arranging the venue and attending to catering/refreshments requirements. • Arranging flight and accommodation bookings for meetings outside of Newcastle Municipal area, and completing subsistence and travel documentation in respect of the Head of the Department. • Copy typing and formatting documents/reports and creates presentations using word processing and related office applications as well as dissemination of such information during meetings. • Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/or seeking information and approval of and communicating response established for specific/or routine matters. • Preparing notification, agendas and minutes for specific meetings (Council/Executive Committee) and attending to the distribution and/or arranging for the collection of documentation prior to scheduled meetings. • Perusing Council and Committee agenda and minutes of meetings and identifying with items associated section's activities requiring the attention of the Manager : Corporate Services. • Compiling schedules for sections (Human Resource Management, Organisational Development and Administration) regard to with resolutions taken at Exco and Council for execution and follow up routinely. • Receiving and perusing documents (pointing out obvious mistakes/ discrepancies) and correspondence received from sections before submission to Strategic Executive Director for signature. • Drafting reports for submission to Exco and Portfolio meeting for approval of Strategic Executive Director. • Drafting letters and memorandums to CoGTA and SALGA for Strategic Executive Director's approval. • Attending to daily correspondence received (e-mails, via post and faxes) by replying and/or forwarding to the departments and Directors with further instructions. • Attending to Departmental Manco meeting, taking minutes of such meeting and typing minutes for the Strategic Executive Director's approval. • Controlling bookings of board room and ensure readiness of overhead projector etc. • Monitoring Attendance registers and leave forms – Directors. • Controlling of Councillors declaration of interest forms. • Perusing correct completion of Sundry and Transport for Councillors and controlling vote – delegated from Municipal Managers Office. • Copying and collating of documents for the Strategic Executive Director. • Scanning and faxing. • Assisting with monthly and quarterly reports – Performance Management Systems. <p>In order to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.</p> <p>INFORMATION RECORDKEEPING</p> <p>Maintains and access records of discussions, instructions and correspondence, by :</p> <ul style="list-style-type: none"> • Referencing source documentation, reports and/or instructions using alpha-numeric sequential codes, to facilitate retrieval.

	<ul style="list-style-type: none"> Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/documentation. Retrieving supporting documentation and records to facilitate and support query resolution. Follow up on all correspondence and files sent out for reply/approval. <p>In order to ensure records and related information are maintained and details/correspondence supporting specific processes and decisions are accessible and made available to facilitate the execution of necessary actions.</p> <p>GENERAL OFFICE SUPPORT</p> <p>RECEPTIONIST/ TELEPHONIST FUNCTIONS</p> <p>Performs tasks associated with the provision of general office support and a Reception/Telephonist service, by :</p> <ul style="list-style-type: none"> Attending to telephonic calls and visitors to the department, establishing nature of visit and directs requests to appropriate personnel. Attending to the community with regard to service delivery complaints Recording details of enquiries and/or messages in the absence of personnel and forwarding for attention upon availability and/ or communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information detailing the facilities and functions of the Municipality. Removing and replacing consumable items (paper, ink) from specific office equipment, transmitting/receiving facsimile and/or attending to the photocopying and circulation of correspondence/documents. Maintaining stocks of standard forms and stationery and completing requisition orders to facilitate the replenishment of items prior to depletion. Attend to repair and maintenance/replacement of items of furniture and equipment and control the use thereof by others. Keep register of goods ordered and issued and maintain records/statistics/annual stock sheets. <p>In order to ensure telephonic calls and enquiries are attended to promptly and professionally in accordance with customer service standards and objectives.</p>
Where advertised	<ul style="list-style-type: none"> Internal / Newcastle Advertiser / Newcastle Municipal Website

DEPARTMENT : CORPORATE SERVICES (HUMAN RESOURCES MANAGEMENT)

LABOUR RELATIONS OFFICER : POST ID : CORP118C

Position	LABOUR RELATIONS OFFICER
Remuneration	R375 294,48 per annum (Task Grade 12)
Qualifications	Matric (Grade 12) plus National Diploma in Human Resources/ Industrial Relations/ Labour Law. Computer Literacy – MS Office
Experience	<ul style="list-style-type: none"> 3 Years' relevant experience in a similar environment.
Responsibilities	<ul style="list-style-type: none"> Co-ordinates the implementation of procedures and research sequences associated with disciplinary and grievance cases and enquiries Undertaking activities to support the Senior Labour Relations Officer in ensuring that industrial relations practices are consistently applied and communicated across the municipality Establishing and maintain appropriate usage and recording of all documentation related to industrial relations policies and procedures Taking minutes at meetings convened or chaired by Senior Labour Relations Officer on labour relations issues Ensuring that the minutes, data for reporting and industrial relations documentation is kept up to date and filed appropriate Arranging venues for all disciplinary and grievances hearings Attending disciplinary, grievance and appeal hearings as human resources representative and interpreter as requested by Senior Labour Relations Officer

	<ul style="list-style-type: none"> Facilitating the successful resolution of employee complaints and grievances Attending to grievances loge by employees as requested by labour relations officer Holding regular discussions with the personnel officer (labour relations) Providing statistical reports on disciplinary, grievance, disputes and appeal cases to the labour relations officer Facilitating / co-ordinating the information sessions regarding conditions of service of municipality employees Provides guidance to staff on procedures and applications associated with specific industrial relations processes Explaining procedures and applications associated with enquiries and hearings and/or identifying skills gaps with respect to specific competencies to be prioritized and addressed Outlining roles and responsibilities associated with specific union and shop-floor activities Participating in committees and working groups and providing advice/guidance on the interpretation of policies and procedures impacting/influencing conditions of employment Performs specific administrative tasks/responsibility associated with the functionality Preparing reports on disciplinary/grievance cases referred and attended to, outlining outcomes/awards for submission to the Director : Human Resources and specific committees for perusal and comment Corresponding with the trade unions on specific issues or requests Maintaining case files containing all documents, correspondence and outcome/award determination and/or accessing/retrieving information upon request
Where advertised	<ul style="list-style-type: none"> Internal / Newcastle Advertiser / Newcastle Municipal Website

DEPARTMENT : CORPORATE SERVICES (ORGANIZATIONAL DEVELOPMENT)

ORGANIZATIONAL DEVELOPMENT OFFICER: POST ID: CORP118

Position	ORGANIZATIONAL DEVELOPMENT OFFICER
Remuneration	R375 294,48 per annum (Task Grade 12)
Qualifications	Matric (Grade 12) plus National Diploma in Organization and Work- Study or Method Study, Production/ Operations, Industrial Psychology, Management Services or Human Resources qualification with 1 year certificate in Management Services or Work- Study. Valid code B driver's License
Experience	<ul style="list-style-type: none"> 3 Years' relevant experience in a similar environment.
Responsibilities	<ul style="list-style-type: none"> Analyses the various institutions and departments within the Municipality and investigates areas of continuous improvement Conducting investigations to identify deficiencies in existing organizational systems and procedures and recommends control measures to address deficiencies Collecting information to establish facts for inclusion into strategic planning sessions and other forums to support system/procedure/control interventions Implementing research strategies to identify continuous improvement interventions through the identification of best practices within the local government sphere to adapt the municipality's continuous improvement strategies Participating in the establishment of various institutions within the municipality to offer advice and guidance on the appropriate systems, procedures and controls to be put in place Conducting interviews with departments to investigate and implement improvements to work procedures and methods Co-ordinating the implementation of procedures, systems and controls Serving on committees for restructuring, amalgamation and rationalization Providing an advisory service to management on work study issues Evaluating and commenting on work study concepts and approaches with a view to aligning broader strategies to current functional requirements Reporting to specific Sub- Committees on activities and key outcomes of the Work Study section Performs tasks/activities associated with the administrative and reporting requirements of the functionality Compiling and updating statistical information with respect to interventions implemented and progress thereof Preparing reports on the activities of the Section outlining objectives and accomplishment of outcomes

	<ul style="list-style-type: none"> • Maintaining the information recordkeeping system, updating files with current correspondence and data and/ or accessing information to support or provide • Attending to form design, workspace, functional evaluation and filing systems design and upgrading/improvement.
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Newcastle Municipal Website

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- 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.

NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY.

CLOSING DATE : 2 OCTOBER 2020