

NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT: COMMUNITY SERVICES (ARTS, CULTURE AND AMENITIES)

CURATOR: POST ID: COMM2230

Position	CURATOR : POST ID : COMM2230
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> Degree (History of Arts / Fine Arts as a major. Be able to communicate, read and write in English and one other official language. Code 8 driver's license.
Experience	<ul style="list-style-type: none"> 3 - 4 years relevant experience (Museums, Teaching and Managerial)
Responsibilities	<p>OPERATIONAL CO-ORDINATION</p> <p>CUSTOMER FOCUSED SERVICE DELIVERY</p> <p>Co-ordinates and control the activities, procedures and outcomes associated with the provision of a comprehensive art and cultural service to local communities, tourists and educational groups, by :</p> <ul style="list-style-type: none"> Conducting research on South African art and culture to ensure that the Carnegie Art Gallery provides a comprehensive service to the public Monitoring and controlling expenditure against budgeted allocations Providing information based on trends and expected outcomes to provide for specific activities associated with the Carnegie Art Gallery during financial planning processes to ensure achievement of service delivery objectives to the local community Participating in meetings and presenting information, opinions and advice through reports on the status and standard of service delivery, referring to statistical information and qualitative reports Organising educational and community activities through exhibitions, displays, workshops, tours, etc. Designing, planning and hosting of temporary exhibitions and events Obtaining sponsorships and funding sources Compiling and preparing promotional material and marketing activities of the Gallery e.g. preparing articles for the media, and designing various publications Purchasing and controlling the stock in the curio ship, and manage funds raised through the Gallery's activities Compiling school worksheets and projects in liaison with Education Officer Promoting craft development through mentorship programs, skills workshop, marketing and events Operational meetings with staff <p>SUPERVISION AND CONTROL (HUMAN RESOURCES)</p> <p>Co-ordinates and controls tasks/activities associated with controlling 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 Communicating to personnel, through verbal and written mediums, requirements and/or circulating notices to inform personnel on new interventions/procedures Participating in the induction programme and, providing 'on the job' training for new recruits to the department

	<ul style="list-style-type: none"> • Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures • Defining skills and training needs and activates procedural sequences aimed at developing and capacitating individuals • Supervision of staff, premises and equipment <p>ART GALLERY MANAGEMENT FUNCTIONS</p> <p>ACQUISITION AND MAINTENANCE OF ART GALLERY COLLECTION</p> <p>Co-ordinates and executes procedures associated with the acquisition, maintenance, restoration, conservation and exhibition of the art collection, by :</p> <ul style="list-style-type: none"> • Interacting and determining community interest in local art and heritage and communicating with national controlling bodies to source and collect objects and artefacts through donations and make recommendations to the Acquisitions Committee for purchase • Exercising curatorial care and organizing the storage of artworks and artefacts using museological standards to minimize damages or breakage • Protecting and conserving objects through regular condition checks • Conducting research on artworks in the collection and record artworks which could be of interest to the local communities • Conducting stock counts of artworks, identifying any damages to displays and initiating specific repair sequences using edified conservationist • Documenting/cataloguing/accessioning of artworks, completing condition checks/report measurements and photography items, to ensure that a proper record of artworks in the gallery is maintained • Securing funding for the Gallery with potential sponsors for the purchase of additions to the collection <p>GENERAL FUNCTIONS</p> <p>ADMINISTRATION</p> <p>Co-ordinates specific administrative and reporting requirements associated operational key performance and result indicators, by :</p> <ul style="list-style-type: none"> • Compiling reports on monthly activities • Preparing the annual budget for the Gallery and making submissions/input into the overall budget preparation process of the Department • Checking the budget allocations for specific acquisitions, interventions and/or activities required to sustain service delivery levels at the Gallery and preparing and submitting requisitions/motivations for approval • Verifying/singling operational documentation (vehicle log, time sheets, claim forms, etc.) extracting information from activity lists and reports and forwarding for approval and processing • Executing specific administrative procedures associated with the maintenance and security of assets, equipment and building and/or motivating to the immediate supervisor for additional / or replacement of existing asset/resources • Preparing agendas, minutes and council items and attending meetings of the Board of Trustees, Acquisitions Tourism Committee, etc. • Compilation of reports and presentations • Attending meetings held by the Natal Arts Trust as well as general administration of Board of Trustees • Maintaining and supervising of funds raised by Board of Trustees • Overseeing the maintenance and updating of the web page
Where advertised	Internal / Newcastle Advertiser / Municipal Website

LIBRARY ASSISTANTS X7: POST ID NUMBERS : COMM2707, COMM2708, COMM2547, COMM2542, COMM2554, COMM2620 AND COMM2622 (NEWCASTLE AND MADADENI LIBRARIES)

Position	LIBRARY ASSISTANTS X7 : POST ID'S : COMM2707 AND COMM2708 (CHARLESTOWN), COMM2547, COMM2542, COMM2554, COMM2620 AND COMM2622 (NEWCASTLE AND MADADENI LIBRARIES)
Remuneration	R188 679,01, per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • NQF Level 4 (Grade12) • Computer Literacy – MS Office • Numerical and Literacy skills • Must be able to communicate in at least two (2) official languages - English, IsiZulu, and / or Afrikaans • Must be able to work with groups and individuals of all age groups including young children • Excellent interpersonal skills • Required to work on Saturdays • Required to work according to a roster or as otherwise required
Experience	<ul style="list-style-type: none"> • One (1) year library experience
Responsibilities	<ul style="list-style-type: none"> • General library and counter duties • Book repairs, process, shelving, tiding of shelves and problems • Assist with presentation of holiday programmes • Photocopies • Telephonic renewals • Assist with service to depots • Community information and notice boards • Assist with displays • Overdue reminders – Envelope and mail • Filing • Any other work related task delegated by supervisor
Where advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Detailed CV's can be forwarded to the Directorate: Human Resources, and be placed in the box with Security in the Rates Hall, Tower Block, 1st Floor Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Director : Arts, Culture and Amenities : Ms T Mjilo at 034- 328 7761.

DEPARTMENT: DEVELOPMENT PLANNING AND HUMAN SETTLEMENTS

Position	MANAGER : URBAN RENEWAL : POST ID : DPHS225
Remuneration	R617 551,45 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Three year diploma or degree qualification in Town and Regional Planning/ Urban Development Planning. • Eligible to be registered as a Professional Planner with SACPLAN • Code EB Driver's License • Computer literate
Experience	<ul style="list-style-type: none"> • 4 - 5 years in Municipal Urban Renewal Management or Spatial Planning
Responsibilities	<ul style="list-style-type: none"> • Managing and supervising the Urban Renewal Programme division. • Managing programme priorities of the urban renewal strategy and initiatives against social environmental, spatial and economic development needs. • Monitoring sequences with respect to the formulating of urban renewal strategy and projects. • Executing and attending to the application of financial recording and reporting procedures with respects to capital work and operating expenditure. • Developing the urban renewal strategy and contributing to the preparation of the Municipality's Urban and Rural Service Development plans. • Assist in the assessing and approval of land development applications.

	<ul style="list-style-type: none"> • Compiling and reviewing policy documents on various planning and development issues. • Contribute to the formulation and/ or review of the Municipal Traffic and Transportation planning component. • Manager the Urban Renewal Programme and compilation of Business plans.
Where Advertised	<ul style="list-style-type: none"> • Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	MANAGER : BUILDING INSPECTORATE POST ID : DPHS192
Remuneration	R617 551,45 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • A valid Building and Construction Management Diploma, Construction Management and Quantity Surveying or Diploma/Degree in Architecture with an apprenticeship completed in any of the following trades: Masonry/ Carpentry. • Have knowledge of National Building Regulations and Building Standards, Town Planning Schemes and occupational health and safety laws. • At least 2 years supervisory experience. • Computer literate • Code EB Driver's License
Experience	<ul style="list-style-type: none"> • 4 - 5 years as a Municipal Building Inspector.
Responsibilities	<ul style="list-style-type: none"> • Supporting and providing professional guidance with respect to the key performance areas of the building section. • Establishing critical building priorities for implementation and / or providing input into the appropriateness of the building plan strategy against policies, architectural trends and economic forces. • Monitoring and executing building plans to ensure adherence of the plans to the NBR and BSA. • Initiation of law enforcement processes by identifying contraventions, following up of notices sent out to transgressors with regard to the issuing of summons, court attendance as witness with regard to summonses sent out to the transgressors where the issues have not been resolved. • Develops methodologies and approaches to guide specific building inspections, investigations and research processes. • Co-ordinating the inspection of building and critically analysing information and make recommendation on plans specifications documents and information submitted in accordance with the building standards act. • Manages and control the scoping, implementation, monitoring communication phases of building project. • Verifying, approving and processing building plans land uses activities. • Preparing detailed technical project reports outlining specific constraints and opportunities for changing key performance areas to sustain the quality of output. • Disseminating information on building policies and processes and providing reports detailing divisional interventions and outcomes. • Monitoring project deliverables against milestones and critical examining interim reports with a view to identifying and addressing deviations from agreed scope of work. • Approving in conjunction with the director: town planning and building specific techniques and applications for implementation of support sustainability and environmental protection of proposed building projects.
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, and be placed in the box with Security in the Rates Hall, Tower Block, 1st Floor 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 : MUNICIPAL MANAGER (INTERNAL AUDIT)**SENIOR INTERNAL AUDITOR : POST ID : CA11**

Position	SENIOR INTERNAL AUDITOR
Remuneration	R475 737,63 per annum (Task Grade 14)
Qualifications	<ul style="list-style-type: none">• Grade 12 plus B.Com Degree measuring in Accounting and Auditing or National Diploma in Internal Auditing.• Studying towards Professional Internal Auditing• Code EB driver's license
Experience	<ul style="list-style-type: none">• 4 Years' full time experience in Auditing in a Local Government Environment (Internal or External)• 1 year experience in an audit senior role.
Responsibilities	<ul style="list-style-type: none">• Performs complex-level professional internal auditing work. Work involves leading or conducting performance, operational, financial and compliance audit projects : providing consulting services to the organization's. Works independently under general supervision with considerable latitude for initiative and independent judgment.• Maintains all organizational and professional ethical standards and completes all internal audit work in compliance with the IIA's International Standards for the Professional Practice of Internal Auditing (Standards). Works independently under general direction with extensive latitude for initiative and independent judgment.• Planning of audit assignments including performance information audits.• Supervise and leads an audit team at a process level.• Performs complex audit procedures, including identifying and defining issues, developing criteria reviewing and analysing evidence and documenting client processes and procedures,• Conducts interviews, reviews documents develops and administers surveys composes summary memos and prepares working papers.• Identifies, develops and documents audit issues and recommendations for improvement using independent judgment concerning areas being viewed.• Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations on a timely basis to operational manager.• Develops and maintains productive team-oriented client and staff relationships through individual contacts and group meetings.• Provides or assists in providing training, coaching and guidance to internal audit staff in conducting audits and other audit-related issues.• Performs related work as assigned by audit management.• Prepares draft audit reports for submission to the manager.• Assisting the compilation of audit packs to audit committee.
Where advertised	<ul style="list-style-type: none">• Internal / Newcastle Advertiser / Newcastle Municipal Website

INTERNAL AUDITOR : POST ID : CA23

Position	INTERNAL AUDITOR
Remuneration	R422 532,59 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none">• Grade 12 plus a B.Com Degree measuring in Accounting and Auditing or National Diploma in Internal Auditing.• Studying towards Professional Internal Auditing.• Code EB driver's license
Experience	<ul style="list-style-type: none">• 3 Years' full time experience in Auditing (Internal or External)
Responsibilities	<ul style="list-style-type: none">• Identifying and evaluating the audit risk during performance of the audit and provides limited input in the risk based internal audit plan.• Maintains all organizational and professional ethical standards and completes all internal audit work in compliance with the IAA's International Standards for the Professional Practice of Internal Auditing (Standards). Works independently under general direction with extensive latitude for initiative and independent judgment.

	<ul style="list-style-type: none"> • Performs audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence and documenting client processes and procedures. • Provides limited training and coaching to junior internal audit staff. • Conducts interviews, reviews documents, develops and administers surveys, composes summary memos and prepares working papers. • Identifies, develops and documents audit issues and recommendation for improvement using independent judgment concerning areas being reviewed. • Communicates or assists in communicating the results of audit and consulting projects via written reports to immediate supervisor. • Develops and maintains productive team-oriented client and colleagues relationship through individual contacts and group meetings. • Pursues professional development opportunities, including external and internal training and professional association memberships and shares information gained with co-workers. • Performs related work as assigned by audit management. • Disseminates guidance and information on specific key performance areas and requirements associated with the Audit program and procedures, by : Assists in the compilation of audit committee documentation. • Attend opening and closing conferences. • Communicates with the manager throughout the audit process.
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, and be placed in the box with Security in the Rates Hall, Tower Block, 1st Floor Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Chief Audit Executive, Ms S Chenia at 034 – 328 7736.

- 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 : 11 DECEMBER 2020