

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

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

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| **SED : COMMUNITY SERVICES** |
| Reference Number  | Post ID : COMM1 |
| Occupational Category | Senior Management |
| Annual Remuneration Package | R1 188 638,00 – Middle Notch R1 415 047,00 – Maximum Notch R1 596 747,00 (Annual total remuneration package). In accordance with Government Gazette 43122 of 20 March 2020. |
| Terms of Appointment | Five (5) years fixed term performance based contract. |
| Years of Experience | * 5 Years’ relevant experience at middle management level, and
* Have successful institutional transformation within public and private sector.
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| Minimum Qualifications | * At least a Bachelor Degree in Social Sciences / Public Administration / Law or equivalent qualification registered on the National Qualifications Framework at NQF Level 7 with a minimum of 360 credits.
* Code EB driver’s license.
* Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body will be an added advantage.
* 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.
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| Additional Requirements | * 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 Municipal Finance Management Act, Systems Act and Structures Act
* Understanding of Council operations.
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| Responsibilities | Reporting to the Municipal Manager, the post operates at a strategic level and provides strategic support to the business functions within Newcastle Municipality with the main focus being :-1. Implementation of the strategic goals as identified in the Integrated Development Plan of the municipality.
2. Ensuring the effective management and compliance of legislation and policies in respect of, amongst others, the following Key Performance Areas :-
* Parks, Recreation and Cemeteries
* Culture and Amenities
* Protection Services with specific reference to :-
* Traffic
* Fire and Disaster Management
* Security
* Health Services with specific reference to :-
* Primary Health Care
* Environmental Health
1. Ensuring that the approved budget is executed in line with the Service Delivery and Budget Implementation Plan of the Department of Community Services.
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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. 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 *I* 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 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/) Certified copies of academic qualifications and a detailed *CV* must accompany your application. Applications not completed on the prescribed application form will not be accepted.

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 as well as the completed "Annexure C" application form referred above can be forwarded to the office of the Mayor, Civic Centre, Scott Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Acting Municipal Manager, Mr V Govender at 034 328 7750.

* 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.
* 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.
* 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 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.

**THE MUNICIPALITY WILL NOT PAY FOR EXPENSES INCURED IN RESPECT OF CANDIDATES INVITED FOR INTERVIEWS.**

**NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY**

**CLOSING DATE** : **14 MAY 2021**