

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**CS40/2021**

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

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| **SED : CORPORATE SERVICES** |
| Reference Number  | Post ID : CORP1 |
| 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 | A minimum of 7 years at senior and middle management level, of which at least 2 years must be at senior management level. |
| Minimum Qualifications | * A Post Graduate Degree such as Public Administration, Management Sciences / Law or equivalent qualification registered on the National Qualification Framework at NQF Level 8 with a minimum of 120 credits
* Code EB driver’s license
* 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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| Knowledge | * Good knowledge and understanding of relevant policy and legislation.
* Good knowledge and understanding of institutional governance systems and performance management.
* Good knowledge of corporate support services, including :- Human capital management, Facilities management, Information communication technology and Council support.
* Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
* Good governance.
* Labour Relations Act, and other labour related prescripts.
* Legal background and human capital management.
* Knowledge of co-ordination and oversight of all specialised support functions.
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| Responsibilities | Reporting to the Municipal Manager, the post operates at 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 :-
* Human Resources Management with specific reference to :-
* Recruitment and Selection
* Human Resources Development
* Organisation and Work Study
* Labour Relations
* Occupational Health and Safety
1. Ensuring that the approved budget is executed in line with the Service Delivery and Budget Implementation Plan of the Department of Corporate Services.
2. Providing support to the Portfolio Committees, Executive Committee, Standing Committee on Public Accounts and Council on the co-ordination and administrative aspects of such committees.
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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 (**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 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 No. 29967 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 as well as the completed “Annexure C” application form referred to above can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For full details on these vacancies go to** [**www.newcastle.gov.za**](http://www.newcastle.gov.za)**. For further information you may contact the Acting Municipal Manager : Mr Vish Govender, at 034 – 328 7750.**

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 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. The successful candidate will be expected to sign a performance agreement and employment contract.

* 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.**

**CLOSING DATE : 8 OCTOBER 2021**