

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**CS31/2021**

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

**DEPARTMENT : COMMUNITY SERVICES**

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| Position | **MANAGER : WASTE : POST ID : COMM1410** |
| Remuneration | R617 551,45 per annum (Task Grade 16) |
| Qualifications | * Matric (Grade 12) * National Diploma or Degree in Environmental Health, Waste Management or related field * Computer Literacy (MS Office) * Valid Driver’s license (Code EB) |
| Experience | * 5 years’ supervisory experience in Waste Management field |
| Responsibilities | * Functional control, planning and co-ordination of the solid waste function * Ensuring productivity and performance * Technical Functions including preparing of relevant specification * Maintaining operational efficiency * Co-Ordinate Administration function * Relevant reporting in terms of performance * Implementing and updating operational procedures * Managing the Education and Awareness function |

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| Position | **CHIEF FIRE OFFICER : POST ID : COMM300** |
| Remuneration | R617 551,45 per annum (Task Grade 16) |
| Qualifications | * Matric (Grade 12) * Higher Diploma in Fire Technology (SAESI) or (NQF 6) * Code EC Driver’s license |
| Experience | * 5 years’ working experience in related field |
| Responsibilities | * Communicating with Director: Community Safety on specific Key Performance Areas (Fire Prevention, Rescue Services, Training etc.) * Analyzing service delivery trends and capacity in preparation of capital and operational estimates * Reporting on implementation outcomes with regards to project related interventions and work in progress * Defining / adjusting the role boundaries, workflow processes and job design * Determining staffing levels and preparing motivations for the filling of vacancies * Participate in the recruitment and selection process * Conducting appraisals to measure performance against agreed objectives * Communicating to personnel through verbal and written mediums * Inspecting work sites and/ or conducting observations of work sequences * Discussing and/ or investigating workplace accidents / incidents * Evaluating the operating functionality and condition of vehicles, plant and equipment * Monitoring the implementation of fire prevention policies * Providing guidelines on application of fire protocols * Assessing the quality and standard of fire plans and evacuation procedures * Monitoring the maintenance and usage of fire systems and evacuation procedures * Co-ordinating fore training for staff as necessary * Conducting and assessing Fire Awareness Programmes for the Newcastle community * Preparing reports on al investigations and crimes falling within the ambit of the fire functionality * Controlling Budget allocations * Completing instructional / operational documentation * Compiling investigational reports and / or responses to correspondences and queries |

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| Position | **TRACTOR DRIVERS (X8) : POST ID : COMM851, COMM855, COMM859, COMM861, COMM865, COMM867, COMM873 & COMM875** |
| Remuneration | R188 679,01 per annum (Task Grade 7) |
| Qualifications | * NQF 1 (Abet Level 4) qualification * Code B Driver’s license & PDP * Be physically and mentally fit |
| Experience | * 1 years’ experience |
| Responsibilities | * Commencing with assembly / disassembling sequences associated with trailers or specific specialized equipment * Inspecting safety devices, controls, lubricant levels etc. on vehicles and reports defects * Mowing open spaces, sidewalks and sports facilities * Ploughing, rotating, harrowing, gras planting * Watering of trees and flowers / plants * Application of chemicals and fertilizers * In Winter – assist with general horticultural and cemetery duties * Any other tasks allocated by the immediate superior * Clearing of field and hazardous instruments before cutting grass * Filling daily vehicle inspection sheet * Completion of log sheets * Any other duties required during the winter season. * Any other delegated duty as given by the immediate supervisor. |

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| Position | **SMALL MACHINE OPERATORS (X8) : POST ID : COMM904, COMM906, COMM940, COMM945, COMM946, COMM958, COMM969 & COMM979** |
| Remuneration | R188 679,01 per annum (Task Grade 7) |
| Qualifications | * Grade 7 * NQF Level 1 * Bilingualism * Communication Skills * Be physically and mentally fit |
| Experience | * 1 years’ experience |
| Responsibilities | * Responsible for grass cutting on open spaces, verges, sport field and cemeteries * Inspecting machinery, equipment and tools used in order to identify defects * Reporting defects to supervisor * Cleaning of machinery, equipment and tools using rags, water and air blowers * To ensure safety storing and stacking of equipment * Inspecting oil and fuel levels and adding oil and fuel as and when necessary as issued by supervisor * Field inspection before commencing cutting grass * Reporting of any incident occurring during grass cutting * And any order duties related to grass cutting. |

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| Position | **SEMI-SKILLED LABOURERS (X4) : POST ID : COMM986, COMM992, COMM1041 & COMM1044** |
| Remuneration | R132 192,15 per annum (Task Grade 5) |
| Qualifications | * NQF Level 2 qualification * Basic numeracy and literacy required to perform the functions associated with the post * Be physically fit and able bodied |
| Experience | * 6 months experience |
| Responsibilities | * Planting trees, shrubs, groundcovers and seedlings under the supervision of immediate superior * Digging grave as and when necessary * Erecting and repairing fences on municipal property * Assist with pruning trees * Providing general assistance during construction activities e.g. Plumbing, paving and painting * Assisting with the spraying of herbicides * Assist with the notification * Performing general duties in parks and gardens e.g. Picking litter, weeding and watering, grass cutting and other general gardening work. |

**Detailed CV’s can be placed in the box with the Security : 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. TM Mjilo at 034 – 328 7759.**

* 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.

**CLOSING DATE : 16 JULY 2021**