



NEWCASTLE MUNICIPALITY VACANCIES

CS22/2022

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

DEPARTMENT : TECHNICAL SERVICES

Position	MANAGER : PROJECT MANAGEMENT UNIT : POST ID : TS575
Remuneration	R639 165,75 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none">• Matric / Grade 12 plus BSc Degree or B-Tech in Civil Engineering• Eligible to register with ECSA• Certificate in Project Management will be an added advantage• Valid Driver's License
Experience	<ul style="list-style-type: none">• 5 Years' relevant experience
Responsibilities	DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Managing, controlling, and monitoring the implementation capital projects (internal/ grant funded)• NDPG, MIG, WSIG, INEP, Rbig, and any other infrastructure grant that may be obtained by the Municipality• Management of project quality and ensure compliance with the standard specifications• Checking and certify payment certificates in respect of all MIG projects for approval• Carrying out productive studies, develop and maintain project data for the evaluation and analysis of programme achievements• Keeping abreast with technological developments in the above• Analyzing and aligning requirements with operating capacity and capability• Supplying of staff with job descriptions, performance indicators and whose performance was determined at least quarterly• Defining/ adjusting key performance indicators, job design and role boundaries of personnel against service delivery requirements• Evaluating the capability of prospective applicants and participating in the interviewing and final selection sessions• Conducting appraisals to measure performance and objective accomplishments against agreed targets and reviewing goals and setting new objectives• Identifying technical/ non-technical skills gaps within the Department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities

Position	MANAGER : CUSTOMER RELATIONS : POST ID : TS1010
Remuneration	R639 165,75 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none">• Matric (Grade 12) plus a National Diploma in either Communications, Public Relations. Business or any other equivalent qualifications• Valid Driver's License
Experience	<ul style="list-style-type: none">• 5 Years' relevant experience
Responsibilities	DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Effective Customer Relationships• Effective strategic development of customer services• Support the overall business management of Newcastle Municipality i.r.o water services• Advising management on system improvement to support operational effectiveness• Prepare annual long-term comprehensive workable plans for customer services and relations divisions• Prepare annual long-term plans for the Municipality, its vision, mission and goals• Prepare operational plans, budget and control expenditure

	<ul style="list-style-type: none"> • Monitoring of quality assurance systems, personal and regulatory • Assist management on designing policies and procedures for an effective customer relations • Lead customer service and PR division under the water section • Participate in management meetings • Provide reports to operation Director I respect of customer services • Meet customer satisfaction • Manage divisional staff by ensuring and overseeing resolution of complaints from customers
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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 SED : Technical Services, Mr. B P Mnguni, at 034 – 328 7958.

- 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 representatively 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.
- The attached application form for employment must be completed in full, accurately, and legibly.
- All information relevant to a candidate must be provided on this form.
- Any additional information may be provided on the cv.

CLOSING DATE: 26 AUGUST 2022



NEWCASTLE MUNICIPALITY

APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist the district municipality in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position at Newcastle Municipality.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <ol style="list-style-type: none"> All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport. Passport number in the case of non-South Africans. This information is required to enable the department to comply with the Employment Equity Act, 1998. This information will only be taken into account if it directly relates to the requirements of the position. Applicants with substantial qualifications or work experience must attach a CV. Correspondence contact details (in terms of above) 	A. THE ADVERTISED POST				
	Position for which you are applying (as advertised)			Newspaper where the position was advertised	
	Reference number (if stated in the advert)			If you are offered the position, when can you start OR how much notice must you serve with your current employer?	
	B. PERSONAL INFORMATION				
	Surname				
	First Names				
	Date of Birth				
	ID number				
	Race	African	White	Coloured	Indian
	Gender			FEMALE	MALE
	Do you have a disability?			YES	NO
	Are you a South African Citizen?			YES	NO
	If no, what is your Nationality				
	And do you have a valid work Permit?			YES	NO
	Have you ever been convicted of a criminal offence or been dismissed from employment?			YES	NO
	Do you have a driver's license?			YES	NO
	Are you computer literate?			YES	NO
	Are you disabled?			YES	NO
If YES elaborate					
Do you hold a professional membership with any professional body? If yes, provide information below			YES	NO	
Name of professional body		Membership number	Expiry date		
C. HOW DO WE CONTACT YOU					
Preferred language for correspondence?					
Telephone number during office hours					
Physical Address					

	Preferred method for correspondence	Post	E-mail	Fax
	Correspondence contact details (in terms of the above)			

D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Languages (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
Tertiary education (complete for each qualification you obtained)		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE (please ignore if you have attached a CV with these details)						
From - to Employer (including current employer)	Post held	FROM		TO		Reason for Leaving
		MM	YY	MM	YY	
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment						YES NO
If yes, provide the name of the previous employing department						

G. REFERENCES (please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.</i>	
SIGNATURE:	DATE: