



## NEWCASTLE MUNICIPALITY VACANCIES

**CS34/2022**

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

### **DEPARTMENT : TECHNICAL SERVICES :**

Position	<b>SENIOR PROJECT LIAISON OFFICER : (PMU) : POST ID : TS595</b>
Remuneration	R458 749,97 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"><li>• Matric (Grade 12)</li><li>• National Diploma in Development Studies/ Public Administration/ Project Management/ Social Sciences or equivalent qualification</li><li>• Valid Driver's License</li></ul>
Experience	<ul style="list-style-type: none"><li>• 4 Years' relevant experience</li></ul>
Responsibilities	<b>DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• Facilitate the process of Project identification</li><li>• Co-ordinate workshops, opening and hand-over of Projects</li><li>• Supervise Project Liaison Functions of Project Management Unit</li><li>• Prepare and implement a MIG capacity building business plan</li><li>• Facilitate community liaison linkages to ensure full community participation at all stages of a project's life cycle</li><li>• Conduct Bi-Annual Socio-economic impact assessment on selected projects as required by the MIG Unit</li><li>• Manage and monitor Public Employment Programmes</li><li>• Initiating and implementing Poverty Alleviation Programmes with Local, District and Provincial, and enduring alignment with National Strategies on poverty alleviation</li><li>• Co-ordinating Skills Development Programmes such as Learnership for communities, in line with the National Skills Development Strategy guidelines</li><li>• Co-ordinate the Project-based capacity building in terms of job creation, with the focus on introducing Labour-based construction methodology and the development of SMME's where technically feasible</li><li>• The development of community-based partnerships for the operation and maintenance of the infrastructure</li><li>• Responsible for the Recruitment and Selection processes of Expanded Public Works Programmes</li><li>• Responsible for designing, implementation, managing and controlling of EPWP Policies, Procedures and Systems within the Municipality</li><li>• Assisting with the design of Projects for Labour intensive methods</li></ul>

**Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1<sup>st</sup> 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: 30 NOVEMBER 2022**



## NEWCASTLE MUNICIPALITY

### APPLICATION FOR EMPLOYMENT

<p><b>WHAT IS THE PURPOSE OF THIS FORM</b></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><b>WHO SHOULD COMPLETE THIS FORM</b></p> <p>Only persons wishing to apply for an advertised position at Newcastle Municipality.</p> <p><b>ADDITIONAL INFORMATION</b></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><b>SPECIAL NOTES</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Passport number in the case of non-South Africans.</li> <li>3. This information is required to enable the department to comply with the Employment Equity Act, 1998.</li> <li>4. This information will only be taken into account if it directly relates to the requirements of the position.</li> <li>5. Applicants with substantial qualifications or work experience must attach a CV.</li> <li>6. Correspondence contact details (in terms of above)</li> </ol>	<b>A. THE ADVERTISED POST</b>					
	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>B. PERSONAL INFORMATION</b>					
	Surname					
	First Names					
	Date of Birth					
	ID number					
	Race		<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
	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		
<b>C. HOW DO WE CONTACT YOU</b>						
Preferred language for correspondence?						
Telephone number during office hours						
Physical Address						
Preferred method for correspondence		<i>Post</i>	<i>E-mail</i>	<i>Fax</i>		

	Correspondence contact details (in terms of the above)	
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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
<i>Tertiary education (complete for each qualification you obtained)</i>		
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 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.*

**SIGNATURE:****DATE:**