



NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT: CORPORATE SERVICES : HUMAN RESOURCES MANAGEMENT

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|------------------|--|
| Position | Clerk : Post ID : CORP180 |
| Remuneration | R204 851,62 per annum (Task Grade 7) |
| Qualifications | <ul style="list-style-type: none">• NQF Level 4 qualification• Computer Literacy – Office Applications |
| Experience | <ul style="list-style-type: none">• 1 year relevant experience |
| Responsibilities | <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Consolidating leave forms received with the attendance register• Do induction with regard to leave policy• Calculating, processing and capturing leave taken using the payroll system• Maintaining statistical reports with regards to leave• Filing completed leave forms in alpha-numeric or chronological sequence and retrieves files on request from departmental personnel• Attending to audit queries and general queries pertaining to the department's activities• Providing technical advice and assistance on payment and leave matters to employees• Investigates and resolves errors which involves employee leave records and leave system• Maintaining proper housekeeping of the leave storeroom• Performing relief duties for the Senior Clerk in their absence• Consolidating of attendance registers with leave records <p>In order to ensure that proper administration of the leave applications are carried out according to laid down procedures and are maintained according to municipal regulations to assist the department to achieve its service delivery objectives</p> |
| Where advertised | <ul style="list-style-type: none">• Internal / Newcastle Municipal Website |

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 Acting Personnel Officer : Leave : Ms M Coetzer at 034-328 7972.

- 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 : 22 DECEMBER 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 | <i>African</i> | <i>White</i> | <i>Coloured</i> | <i>Indian</i> |
| | Gender | | <i>FEMALE</i> | <i>MALE</i> | |
| Do you have a disability? | | <i>YES</i> | <i>NO</i> | | |
| Are you a South African Citizen? | | <i>YES</i> | <i>NO</i> | | |
| If no, what is your Nationality | | | | | |
| And do you have a valid work Permit? | | <i>YES</i> | <i>NO</i> | | |
| Have you ever been convicted of a criminal offence or been dismissed from employment? | | <i>YES</i> | <i>NO</i> | | |
| Do you have a driver's license? | | <i>YES</i> | <i>NO</i> | | |
| Are you computer literate? | | <i>YES</i> | <i>NO</i> | | |
| Are you disabled? | | <i>YES</i> | <i>NO</i> | | |
| If YES elaborate | | | | | |
| Do you hold a professional membership with any professional body? If yes, provide information below | | <i>YES</i> | <i>NO</i> | | |
| 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 | | | | | |

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|--|--|------|--------|-----|
| | 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 |
|--|--------------------------------|---------------|
| <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:**