



NEWCASTLE MUNICIPALITY VACANCIES CS12/2023

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

DEPARTMENT : MUNICIPAL MANAGER : INTERNAL AUDIT

Position	JUNIOR INTERNAL AUDITOR (FIXED-TERM CONTRACT FOR ONE (1) YEAR)
Basic Salary	R407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none">• Matric (Grade 12)• BCom Degree measuring in Auditing and Accounting (Internal Auditing or BTech Degree or National Diploma in Internal Auditing, CIA or Postgraduate qualification an added advantage)
Experience	<ul style="list-style-type: none">• 0 – 1 Year Internal Auditing experience
Responsibilities	<ul style="list-style-type: none">• Assists the senior in identifying and defining issues, developing criteria, root causes and objectives• Performing limited audit procedures, reviewing and analyzing evidence• Maintains all organizational and professional ethical standards and completes all internal audit work in compliance with the IIA's International Standards for the Professional Practice of Internal Auditing (Standards). Works independently under general direction with extensive latitude for initiative and independent judgment• Documenting client processes and procedures and identifying risks• Reviews documents, develops, composes summary memos and prepares working papers• Addressing senior coaching notes and audit work as directed by senior• Identifies, develops and documents audit issues and recommendations for improvement using independent judgment concerning areas being reviewed• Communicates the results of audit work performed with the senior• Pursues professional development opportunities• Taking minutes for opening and closing conferences• Performs related work as assigned by audit management (e.g. performance information, follow-up work, investigations, ad hoc, etc.)• Drafting and consolidating audit queries• Must demonstrate willingness to learn, active listening skills, computer skills, ability to work well under pressure keeping harmonious working relationship and ability to work effectively in a professional team environment• Assists in preparing audit committee packs• Preparing audit files

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 Chief Internal Auditor, Mr B B Nkosi at 034 – 328 7739.

DEPARTMENT : MUNICIPAL MANAGER : INFORMATION TECHNOLOGY

Position	SYSTEMS CONTROL ADMINISTRATOR (FIXED-TERM CONTRACT FOR TWO (2) YEARS)
Basic Salary	R407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • National Diploma Information Technology or equivalent • Valid driver's license
Experience	<ul style="list-style-type: none"> • 3 Years' relevant experience
Responsibilities	<p><u>SYSTEM ENGINEERING, SUPPORT AND PROVISIONING</u></p> <ul style="list-style-type: none"> • Engineering technology solutions for various project / operational needs of the organization. • Install new/rebuild existing services and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project / operational requirements. • Install and configure all municipal systems. • Develop and maintain installation and configuration procedures. • Contribute to and maintain system standards. • Research and recommend innovative, and where possible, automated approaches for system administration tasks. • Identify opportunities for effective external hosting of core business applications to provide scalable systems capable of supporting geographically diverse workforce. <p><u>OPERATIONS AND SUPPORT</u></p> <ul style="list-style-type: none"> • Perform daily stem monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. • Perform regular security monitoring to identify and possible intrusions. • Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary. • Perform regular file archival and purge as necessary. • Create, change and delete user accounts per request. • Provide user support, as needed. Investigate and troubleshoot issues. • Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies. <p><u>MAINTENANCE</u></p> <ul style="list-style-type: none"> • Apply OS patches and upgrades on a regular basis and upgrade administrative tools and utilities. Configure / add new services as necessary. • Upgrade and configure system software that supports all municipal applications per project or operational needs. • Maintain operational, configuration or other procedures. • Perform ongoing performance tuning, hardware upgrades and resource optimization as required. Configure CPU, memory and disk partitions as required. • Maintain data Centre environmental and monitoring equipment.

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- 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 : 24 MARCH 2023



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					

	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:**

