



**NEWCASTLE MUNICIPALITY
VACANCIES**

CS19/2023

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

DEPARTMENT : TECHNICAL SERVICES :

Position	ARTISAN PLUMBER : POST ID : TS1822
Remuneration	R345 135,45 per annum (Task Grade 11)
Qualifications	<ul style="list-style-type: none"> • Grade 12 or National Certificate : Water and Wastewater Reticulation Services (NQF Level 2) or equivalent • Trade Tested • Valid Code B/ED Driver's License
Experience	<ul style="list-style-type: none"> • 2 Years' relevant experience
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Perform construction work, maintenance and repairs on water and sewer pipelines without supervision and according to procedures • Organize human resources, material, equipment and support from external sources to cover the maintenance, repairs, housekeeping functions on an 8 hour/day basis as well as with the standby staff covering shifts • Estimate time, materials and equipment required for assigned jobs • Maintain records of work performed, resources and parts used • Ensure that quality control standards are adhered to • Effective and efficient control of plant and machinery hire • Execute tasks in the most effective manner in order to minimize downtime on disruption in the delivery of the service • Propose improvements to be made on current network design shortfalls

Position	SUPERVISOR (TAR PATCHING) : POST ID : TS37
Remuneration	R230 630,16 per annum (Task Grade 8)
Qualifications	<ul style="list-style-type: none"> • Grade 12 / Matric • Supervisory Certificate • Valid Driver's License with PrDP
Experience	<ul style="list-style-type: none"> • 18 Months relevant experience
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Maintaining all roads surfaces including parking areas and airport runways • Supervising the repair of potholes, collapsing roads and roads crossing • Transporting personnel to and from work sites • Construction of speed humps • Driving Bomag Roller and compacting machine when required to do so to even out road surfaces • Controlling the required moisture content base during road works and maintenance • Ensuring that all safety rules and regulations are adhered to during operations • Performing general supervision duties for immediate sub-ordinates

Position	MULTI-SKILLED LABOURER : POST ID : TS66
Remuneration	R161 521,93 per annum (Task Grade 6)
Qualifications	<ul style="list-style-type: none"> • Grade 9 / Standard 7 • Must be able to communicate in one of the official languages (English, IsiZulu or Afrikaans) • To be able to understand and carry out instructions given by superior
Experience	<ul style="list-style-type: none"> • 6 Months relevant experience
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Road repairs, potholes crossing, surfacing defects/ failures, patching, patching cracks, aggregate loss, bleeding and flushing • Structural repair cracks pumping, deformation rutting and undulation • Laying of speed hump and compacting the material • Assist with other duties • Tar patching • Compacting work • Repair of gravel road shoulders and sweeping of tar surface to remove loose stones • Seal cracks • Loading and off-loading of materials • Operating small plants

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: 02 JUNE 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.</p> <p>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"> 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. 2. Passport number in the case of non-South Africans. 3. This information is required to enable the department to comply with the Employment Equity Act, 1998. 4. This information will only be taken into account if it directly relates to the requirements of the position. 5. Applicants with substantial qualifications or work experience must attach a CV. 6. Correspondence contact details (in terms of above) 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="5" style="text-align: left; padding: 5px;">A. THE ADVERTISED POST</th> </tr> <tr> <td style="width: 60%; padding: 5px;">Position for which you are applying (as advertised)</td> <td colspan="4" style="padding: 5px;">Newspaper where the position was advertised</td> </tr> <tr> <td style="padding: 5px;">Reference number (if stated in the advert)</td> <td colspan="4" style="padding: 5px;">If you are offered the position, when can you start OR how much notice must you serve with your current employer?</td> </tr> <tr style="background-color: #cccccc;"> <th colspan="5" style="text-align: left; padding: 5px;">B. 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If yes, provide information below</td> <td style="text-align: center; padding: 5px;">YES</td> <td style="text-align: center; padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">Name of professional body</td> <td colspan="2" style="padding: 5px;">Membership number</td> <td colspan="2" style="padding: 5px;">Expiry date</td> </tr> <tr> <td colspan="5" style="padding: 5px;"></td> </tr> <tr style="background-color: #cccccc;"> <th colspan="5" style="text-align: left; padding: 5px;">C. 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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>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: