

DIRECTORATE: HUMAN RESOURCES MANAGEMENT

Strategic Executive Directorate: Corporate Services

TO : Acting Municipal Manager

SED: Development Planning & Human Settlements

Budget and Treasury Office SED: Technical Services SED: Corporate Services Community Services

SED: Strategic and Governance Support Services

FROM :

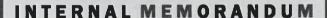
Directorate: Human Resources Management

REF NO ENQUIRIES

HR 4/1/2/1 T H Sithole

DATE

21 August 2023



HR CIRCULAR 41/2023 : ADVERTISEMENT OF VACANCIES

Attached hereto please find an advertisement of vacancies for distribution to all Personnel in your Department.

Please note that receipt of all applications for vacancies must be acknowledged by the Human Resources Department.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.

DR DUMISANI (PD) THABETHE ACTING MUNICIPAL MANAGER



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

DEPARTMENT: BUDGET AND TREASURY OFFICE

Position	CASHIER / CLERK : POST ID: BTO143; BTO144;BTO152
Remuneration	R204 851,62 per annum (Task Grade 7)
Qualifications	 Matric Computer literacy Must be able to communicate in 1 of the official languages (IsiZulu, English or Afrikaans)
Experience	1 year relevant experience
Additional Requirements	High ethical standards
Responsibilities	 Opening of and closing of accounts as required. Linking new accounts to correct stand and tariffs for accurate billing. Collecting and counting payment tendered, verifying total against amount due. Issuing receipt reflecting amount tendered and confirms recording with the customer. Allocation of all payments received for services and tender documents to correct vote. Capturing all of input documents for the section Daily balancing and cashing up procedures and safe keeping pf monies. Verifying cash receipts schedule/ reports cash daily totals with the immediate superior and/ or attending and rectifying deviations in recording or counts prior to forwarding for depositing. Maintaining transactional information and records, filling transactional documentation and notification in alpha-numeric/chronological sequence and/or retrieves information to support query resolution. Preparation of deposit slips (banking) for collection. Relevant adjustments to the customer accounts in respect of correcting misallocations where applicable.
Where advertised	Internal / Newcastle Municipality 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 Manager: Debt & Cash Management: Budget & Treasury Office at 034-328 7600

- 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: 8 SEPTEMBER 2023



NEWCASTLE MUNICIPALITY APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS A. THE ADVERTISED POST FORM Position for which you are applying. Newspaper where the position To assist a government department was advertised (as advertised) in selecting a person for an Reference number (if stated in the If you are offered the position, advertised post. when can you start OR how much advert) notice must you serve with your This form may be used to identify candidates to be interviewed. Since all applicants cannot be current employer? B. PERSONAL INFORMATION interviewed, you need to fill in this form completely, accurately and Surname legibly. This will help to process your application fairly. First Names WHO SHOULD COMPLETE THIS Date of Birth **FORM** ID number Only persons wishing to apply for Indian African White Coloured Race an advertised position in a government department. Gender **FEMALE** MALE Do you have a disability? YES NO ADDITIONAL INFORMATION Are you a South African Citizen? YES NO This form requires basic information. Candidates who are If no, what is your Nationality selected for interviews will be requested to furnish additional And do you have a valid work Permit certified information that may be Have you ever been convicted of a criminal NO YES required to make a final selection. offence or been dismissed from SPECIAL NOTES employment? YES NO Do you have a driver's license? 1 - All information will be treated with the strictest confidentiality and will not be disclosed or used YES NO Are you computer literate? for any other purpose than to assess the suitability of a person, If YES elaborate except in so far as it may be Do you hold a professional membership with any professional required and permitted by law. body? If yes, provide information below Your personal details must Membership Number **Expiry Date** correspond with the details in your Name of professional body ID or passport. 2 - Passport number in the case of C. HOW DO WE CONTACT YOU non-South Africans. 3 - This information is required to Preferred language for correspondence? enable the department to comply with the Employment Equity Act, Telephone number during office hours 1998. **Physical Address** 4 - This information will only be taken into account if it directly relates to the requirements of the Preferred method for correspondence Post E-mail Fax 5 - Applicants with substantial

Correspondence contact details (in

terms of the above)

qualifications or work experience

must attach a CV.

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