



Newcastle Municipality  
Office of the Municipal Manager

2024 -01- 2 4



RECEIVED

**DIRECTORATE : HUMAN RESOURCES**  
Strategic Executive Directorate : Corporate Services

**TO** : Municipal Manager  
SED : Technical Services  
SED : Corporate Services  
SED : Development Planning & Human Settlements  
SED : Budget and Treasury Office  
SED : Community Services

**FROM** : Directorate : Human Resources Management

**REF NO** : HR 4/1/2/1

**ENQUIRIES** : Mr EZ Zondi

**DATE** : 23 January 2024

**INTERNAL MEMORANDUM**

HR CIRCULAR NO. 06 / 2024: 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 internal 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. DUMISAN (PD) THABETHE  
SED : CORPORATE SERVICES

  
MR. ZW MCINEKA 24/01/2024  
MUNICIPAL MANAGER



## NEWCASTLE MUNICIPALITY VACANCIES

**CS03/2024**

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

**DEPARTMENT: COMMUNITY SERVICES**

Position	<b>Personal Assistant: POST ID: COMM2</b>
Remuneration	R 407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12 / Matric</li> <li>• Computer Literacy: MS Office</li> <li>• Personal Assistant / Senior / Executive secretary also requires a relevant secretarial certificate.</li> <li>• Valid Drivers' License.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 1 - 2 Years' relevant experience with supervisory experience.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Scheduling confirming and updating the diary of the Head of Community Services and alerting or indicating priority/urgent meetings requiring attention.</li> <li>• Organising, confirming and scheduling meetings/appointments with internal departments/external officials, arranging the venue and attending to catering/refreshments requirements</li> <li>• Arranging flight and accommodation bookings for meetings outside of Newcastle Municipal area, and completing subsistence and travel documentation in respect of the Head of the Department</li> <li>• Photocopying, typing and formatting documents/reports and creates presentations using word processing and related office applications as well as dissemination of such information during meetings.</li> <li>• Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/or seeking information and approval of and communicating response established for specific/or routine matters.</li> <li>• Preparing notification, agendas, and minutes for specific meetings (PSC Committee) and attending to the distribution and/or arranging for the collection of documentation prior to scheduled meetings</li> <li>• Perusing agenda and minutes of meetings and identifying with items associated section's activities requiring the attention of relevant the Manager.</li> <li>• Receiving and perusing documents (pointing out obvious mistakes/ discrepancies) and correspondence received from sections before submission to SED: Community Services for signature.</li> <li>• Drafting letters and memorandums to CoGTA and SALGA for SED's approval</li> <li>• Attending to daily correspondence received (e-mails, calls etc) by replying and/or forwarding to the departments and Directors with further instructions.</li> <li>• Controlling bookings of board room and ensure readiness of overhead projector etc.</li> <li>• Monitoring Attendance registers and leave forms – Directors.</li> <li>• Copying and collating of documents for the SED: Community Services</li> </ul>
Where Advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle Municipal Website.</li> </ul>

**RE: ADVERTISEMENT: SUPERINTENDENT**

Position	<b>Superintendent (x2) : POST ID : COMM21 &amp; COMM45</b>
Remuneration	R 458 749,97 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"><li>• Grade 12 / Matric</li><li>• Basic Training qualification.</li><li>• Code B Driver's License.</li><li>• No Criminal Record.</li><li>• Firearm Proficiency</li><li>• Qualification – National Diploma.</li></ul>
Experience	<ul style="list-style-type: none"><li>• 8 Years or more relevant experience required inclusive of proven supervisory / managerial experience.</li></ul>
Responsibilities	<ul style="list-style-type: none"><li>• Being responsible for the planning, organising, leading, control and supervision of the activities of the staff of the traffic sections that include inter alia :<ul style="list-style-type: none"><li>- Senior Traffic Officer</li><li>- Traffic Officer</li><li>- Submitting monthly report</li><li>- Law enforcement</li><li>- Traffic control duties and escort duties</li><li>- Patrol duties</li><li>- Stand-by duties</li><li>- Court duties – attending court hearings regarding traffic offences, give evidence</li><li>- All related traffic duties</li><li>- Administration</li></ul></li><li>• Analysing service delivery trends and capacity against requirements and submit reports supporting specific provision for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives</li><li>• Reporting internally/externally on implementation outcomes with regards to law enforcement interventions and work in progress and providing reasons and recommendations to improve and/or sustain the quality and performance levels of the section</li><li>• The responsibility to assist with the functional tasks as indicated above and including :<ul style="list-style-type: none"><li>- Educating road users and the public</li><li>- Executing the powers and duties conferred upon Traffic Officers and Inspectors of licences in terms of the National Road Traffic Act</li><li>- Conducting routine inspections of staff and equipment and taking corrective measures to rectify deviations</li><li>- Ensure crashes and incidents are attended to</li><li>- Rendering assistance to and addressing traffic related complaints of the public</li><li>- Liaise with the SAPS, RTI and Judiciary Departments on traffic related matters, etc.</li><li>- Road block formulation, implementation, monitoring and evaluation</li><li>- Ensuring the serving of warrants of arrest and serving of due processes</li><li>- Attending of approved meetings</li><li>- Check/update returns i.e. log sheets, overtime and standby sheets</li></ul></li><li>• Investigation all hazlocs (where most accidents occur), develop and implement possible solutions and monitor its effect</li><li>• Taking an active part in all special programmes to promote traffic safety whether from higher authority or locally developed</li><li>• Preparing monthly reports on the activities of the traffic staff and submitting same to the Senior Superintendent or Chief Traffic Officer</li><li>• Keeping and developing traffic plans and strategies for the municipality and implementing such</li><li>• Monitoring traffic accidents in the municipal area in order to determine possible causes and actions that can be taken to avoid a re-occurrence</li><li>• Regularly patrol the municipal area, note traffic and road signs in need of repair and arrange such.</li></ul>
Where advertised	<ul style="list-style-type: none"><li>• Internal / Newcastle Municipal Website.</li></ul>

Position	<b>Manager: Waste: POST ID: COMM1410</b>
Remuneration	R 670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> <li>• Matric / Grade 12</li> <li>• National Higher Diploma or Degree in Waste Management, Environmental Health or equivalent.</li> <li>• Code EB Drivers' License.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 8 Years' relevant experience of 2 years must be supervisory level.</li> </ul>
Responsibilities	<p><b>A. FUNCTIONAL CONTROL</b></p> <p><b>PLANNING AND CO-ORDINATION</b></p> <p><b>Co-ordinates and executes operational plans and procedures associated with the provision of a quality and efficient service, by :</b></p> <ul style="list-style-type: none"> <li>• Communicating with the immediate superior and establishing technical details/specifications and/or requirements pertaining to the functionality</li> <li>• Analysing resource requirements against work scope and time frames, providing input into the procurement/purchasing of specialised fleet, tools/equipment and materials and/or information on the capabilities of external contractor services (public private partnerships)</li> <li>• Preparing resource allocation schedules (cost, material, time spread and refuse volumes, fleet) and priority programmes for execution and briefing/explaining personnel on requirements and outcomes</li> <li>• Monitoring expenditure against budgetary provisions, preparing motivations for further funding to support operational requirements and performance levels and providing estimates of capital and operating expenditure for consideration.</li> </ul> <p><b>PRODUCTIVITY AND PERFORMANCE</b></p> <p><b>Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline, by :</b></p> <ul style="list-style-type: none"> <li>• Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/counselling and/or other approved methods designed to improve and motivate personnel</li> <li>• Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans</li> <li>• Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures</li> <li>• Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals</li> </ul> <p><b>TECHNICAL FUNCTIONS</b></p> <p><b>MAINTAINING OPERATIONAL EFFICIENCY</b></p> <p><b>Monitors and controls the key service delivery dimensions of quality, standards and efficiency and cost with respect to the collection, storage and disposal of solid waste, operation of landfill sites and transfer stations and maintenance of public open spaces, by :</b></p> <ul style="list-style-type: none"> <li>• Providing guidelines on operational sequences and the interpretation of specific procedures to facilitate compliance with specific acts (Occupational Health and Safety Act, National Environmental Management Act, etc.) and Waste Management policies</li> <li>• Conducting investigations and inspection to assess work in progress and procedural applications (clearing of overgrown public spaces, waste handling, separation, etc.) or to determine the validity of complaints and concerns on the quality of delivery from the public</li> </ul>

	<ul style="list-style-type: none"> <li>• Responding to urgent/unscheduled work requests, allocating resources and providing direction/guidance on requirements and expected outputs to personnel</li> <li>• Monitoring performance levels of contractors against specifications and scope detailed in Municipal Service Partnership Agreements with a view to identifying and correcting deviations or informing the immediate superior of serious breaches</li> <li>• Evaluating the capacity of solid waste sites to effectively manage and control waste volumes and implementing and updating changes to operating procedures</li> </ul>
Where Advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle Municipal Website.</li> </ul>

Position	<b>Administration Officer: POST ID: COMM1402</b>
Remuneration	R 345 135,45 per annum (Task Grade 11)
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12 / Matric</li> <li>• Computer Literacy: MS Office</li> <li>• Personal Assistant / Senior / Executive secretary also requires a relevant secretarial certificate.</li> <li>• Valid Drivers' License.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 5 - 8 Years' relevant experience with supervisory experience.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Coordinating the implementation of procedures, systems and controls related to the receiving, updating and recording of transactional/ operational information and activities associated with the functionality (e.g. Information Maintenance Management Systems, information storage and retrieval systems, etc.)</li> <li>• Attending to the control of all inventories and submission thereof to Treasury.</li> <li>• Maintaining registers and records associated with the Departments staff establishment, movable and immovable assets and specific equipment, as well as all general filing.</li> <li>• Requesting SCM for quotations.</li> <li>• Attending to the approval of requisition orders.</li> <li>• Types reports and correspondence using word processing software.</li> <li>• Collating information and / or conducting investigations to establish facts for inclusion into responses to internal/ external communications (e-mails, letters), and attending to public enquiries and complaints.</li> <li>• Controlling and clarify time sheets for staff.</li> <li>• Manage and control vehicle licenses to ensure that they are kept up to date in terms of the requirements for renewals.</li> <li>• Store order and authorization of requisitions and control of stock</li> </ul>
Where Advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle Municipal Website</li> </ul>

Position	<b>Hydraulic Operator: POST ID: COMM1486</b>
Remuneration	R 204 851,62 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> <li>• Grade 10 / Standard 8</li> <li>• Basic Literacy: Be able to understand or read of the official Languages either English, IsiZulu or Afrikaans.</li> <li>• Must be <u>physically fit</u> to perform manual duties under extreme weather conditions.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 0 - 1 Year experience required.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Issuing plastic refuse bags to households and gathering refuse bags, letter and waste and stack filled refuse bags for collection by refuse removal vehicle</li> <li>• Removing all animal carcasses and any other refuse from streets, pavements, walkways in all areas and empty pavement litter bins</li> <li>• Loading filled refuse bags and other accumulated waste into refuse removal vehicle or bulk refuse container and off-loading refuse vehicle at waste disposal site, manually if required for the exception of a compactor truck</li> </ul>

	<ul style="list-style-type: none"> <li>• Washing and cleaning refuse removal vehicles, wash bay, parking areas and depot daily or when required after completion of work round</li> <li>• Assisting with compaction, ejection, hydraulic equipment and lifting gear of collection vehicle</li> <li>• Reporting on damage to equipment and private property</li> <li>• Communicating with residents on refuse collection and promoting a litter free collection area and assisting with organized clean-up campaigns</li> <li>• Removing bags from awkward runs to convenient truck loading positions</li> <li>• Cleaning up spillage resulting from the movements of containers to the service truck</li> <li>• Assisting with any other job related duties in the department as and when required.</li> </ul>
Where Advertised	<ul style="list-style-type: none"> <li>• Internal</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: Community Services: Mr GB Dlamini 034-328 7723

- 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.
- 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 with criminal records or pending criminal / departmental or civil cases must disclose. Failure to disclose may lead to disqualification.**
- 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: 09 February 2024**



## NEWCASTLE MUNICIPALITY

### APPLICATION FOR EMPLOYMENT

<p><b>WHAT IS THE PURPOSE OF THIS FORM</b></p> <p>To assist a government department 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 in a government department.</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> <p>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.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" style="text-align: center;"><b>A. THE ADVERTISED POST</b></td> </tr> <tr> <td colspan="2">Position for which you are applying. 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D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Language (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
Tertiary education (complete for each qualification you obtained)		
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)	Position 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: