



Newcastle Municipality
OFFICE OF THE MUNICIPAL MANAGER

2024 -01- 31

Newcastle Municipality

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 : EZ Zondi

DATE : 24 January 2023

INTERNAL MEMORANDUM

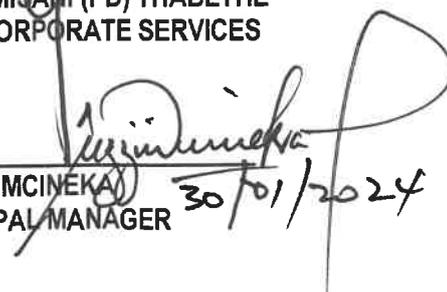
HR CIRCULAR NO. 07 / 2024 : ADVERTISEMENT OF VACANCY

Attached hereto please find an Advertisement of Vacancy 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. DUMISANI (PD) THABETHE
SED : CORPORATE SERVICES


MR. ZW MCINEKA
MUNICIPAL MANAGER

30/01/2024



NEWCASTLE MUNICIPALITY VACANCIES

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

DEPARTMENT: MUNICIPAL MANAGER

Position	MANAGER: LEGAL : POST ID : MM40
Remuneration	R 670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • LLB Degree and Admitted as Attorney • Registered with the Legal Practice Council • Driver's License
Experience	<ul style="list-style-type: none"> • 8-years relevant legal experience, with proven experience in appearing in Court for Civil and Criminal matters must have labour relation experience
Additional requirements	<ul style="list-style-type: none"> • MFMP will be advantageous • Computer Literacy (MS Office) • Registered conveyancer qualification
Responsibilities	<ul style="list-style-type: none"> • Prepares management reports on legal compliance matters, contractual matters, litigation matters, conveyancing, related property law matters and legal education workshops • Vet and amend by-laws, policy and other laws affecting the municipality • Provides legal advice on property matters • Implements property legislations • Vet contracts and provide legal advice on contractual matters • Represent Director in meetings, especially in external meetings • Engages stakeholders on contractual matters, compliance matters, conveyancing and legal education. • Engages external attorneys on litigation • Consults units and insurance company on litigation matters • Engages stakeholders on litigation matters • Prepares management reports • Provides legal advice on statutory matters • Implements PAIA and Gathering Act and PAJA • Updates compliance and contractual data base • Accounts for contractual and litigation matters • Supervises sub-ordinates • Convenes sub-unit meetings • Attend to additional legal work assigned by the Director • Conduct compliance reviews in order to verify compliance with applicable legislation and approved policies • Develop draft compliance assurance review reports and submit them to management for review
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 Director: Governance Support Services : Municipal Manager : Mrs K Pentz-Coates 034-328 7722

- 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 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 : 14 FEBRUARY 2024



NEWCASTLE MUNICIPALITY

APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</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>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position in a government department.</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> <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;">A. THE ADVERTISED POST</td> </tr> <tr> <td style="width: 50%;">Position for which you are applying. (as advertised)</td> <td colspan="4">Newspaper where the position was advertised</td> </tr> <tr> <td>Reference number (if stated in the advert)</td> <td colspan="4">If you are offered the position, when can you start OR how much notice must you serve with your current employer?</td> </tr> <tr> <td colspan="5" style="text-align: center;">B. 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If yes, provide information below</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: center;">Name of professional body</td> <td colspan="2" style="text-align: center;">Membership Number</td> <td colspan="2" style="text-align: center;">Expiry Date</td> </tr> <tr> <td colspan="5" style="text-align: center;">C. HOW DO WE CONTACT YOU</td> </tr> <tr> <td>Preferred language for correspondence?</td> <td colspan="4"></td> </tr> <tr> <td>Telephone number during office hours</td> <td colspan="4"></td> </tr> <tr> <td>Physical Address</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: center;">Preferred method for correspondence</td> <td style="text-align: center;">Post</td> <td style="text-align: center;">E-mail</td> <td colspan="2" style="text-align: center;">Fax</td> </tr> <tr> <td>Correspondence contact details (in terms of the above)</td> <td colspan="4"></td> </tr> </table>	A. THE ADVERTISED POST					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: