

2024 -02- 0 6

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** : 01 February 2024

**INTERNAL MEMORANDUM**

RE: HR CIRCULAR NO. 06/2024 : ADVERTISEMENT OF VACANCIES

Reference is hereby made to HR Circular No. 06/2024, dated 23 January 2024:

Superintendent X2 Post ID: COMM 21 & COMM45

Kindly take note of the following changes to qualification's requirements. The qualification requirement is hereby amended to read as follows:-

- Qualification – National Diploma / NQF Level 6.

**NB: All other requirements remain the same, except for the closing date for Superintendent X2 vacancies is now extended to 16 February 2024 not 09 February 2024.**

Any inconvenience caused in this regard is highly regretted by the Corporate Services Department.

DR. DUMISANI (PD) THABETHE  
SED : CORPORATE SERVICES

MR. ZW. MCINEKA  
MUNICIPAL MANAGER

05/02/2024



## NEWCASTLE MUNICIPALITY VACANCIES

### Erratum No. 01/2024

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

**DEPARTMENT: COMMUNITY SERVICES**

**RE: ADVERTISEMENT: SUPERINTENDENT (X2)**

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>• <b>Qualifications – National Diploma / NQF Level 6</b></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> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Check/update returns i.e. log sheets, overtime and standby sheets</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>

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 : 16 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. (as advertised)</td> <td colspan="3">Newspaper where the position was advertised</td> </tr> <tr> <td colspan="2">Reference number (if stated in the advert)</td> <td colspan="3">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>B. PERSONAL INFORMATION</b></td> </tr> <tr> <td colspan="2">Surname</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">First Names</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Date of Birth</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">ID number</td> <td colspan="3"></td> </tr> <tr> <td>Race</td> <td>African</td> <td>White</td> <td>Coloured</td> <td>Indian</td> </tr> <tr> <td>Gender</td> <td colspan="2"></td> <td>FEMALE</td> <td>MALE</td> </tr> <tr> <td colspan="2">Do you have a disability?</td> <td colspan="2">YES</td> <td>NO</td> </tr> <tr> <td colspan="2">Are you a South African Citizen?</td> <td colspan="2">YES</td> <td>NO</td> </tr> <tr> <td colspan="2">If no, what is your Nationality</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">And do you have a valid work Permit</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Have you ever been convicted of a criminal offence or been dismissed from employment?</td> <td colspan="2">YES</td> <td>NO</td> </tr> <tr> <td colspan="2">Do you have a driver's license?</td> <td colspan="2">YES</td> <td>NO</td> </tr> <tr> <td colspan="2">Are you computer literate?</td> <td colspan="2">YES</td> <td>NO</td> </tr> <tr> <td colspan="2">If YES elaborate</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Do you hold a professional membership with any professional body? If yes, provide information below</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Name of professional body</td> <td colspan="2">Membership Number</td> <td>Expiry Date</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: center;"><b>C. HOW DO WE CONTACT YOU</b></td> </tr> <tr> <td colspan="2">Preferred language for correspondence?</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Telephone number during office hours</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Physical Address</td> <td colspan="3"></td> </tr> <tr> <td colspan="2">Preferred method for correspondence</td> <td>Post</td> <td>E-mail</td> <td>Fax</td> </tr> <tr> <td colspan="2">Correspondence contact details (in terms of the above)</td> <td colspan="3"></td> </tr> </table>	<b>A. THE ADVERTISED POST</b>					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>B. PERSONAL INFORMATION</b>					Surname					First Names					Date of Birth					ID number					Race	African	White	Coloured	Indian	Gender			FEMALE	MALE	Do you have a disability?		YES		NO	Are you a South African Citizen?		YES		NO	If no, what is your Nationality					And do you have a valid work Permit					Have you ever been convicted of a criminal offence or been dismissed from employment?		YES		NO	Do you have a driver's license?		YES		NO	Are you computer literate?		YES		NO	If YES elaborate					Do you hold a professional membership with any professional body? If yes, provide information below					Name of professional body		Membership Number		Expiry Date						<b>C. HOW DO WE CONTACT YOU</b>					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)				
<b>A. THE ADVERTISED POST</b>																																																																																																																																								
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>B. PERSONAL INFORMATION</b>																																																																																																																																								
Surname																																																																																																																																								
First Names																																																																																																																																								
Date of Birth																																																																																																																																								
ID number																																																																																																																																								
Race	African	White	Coloured	Indian																																																																																																																																				
Gender			FEMALE	MALE																																																																																																																																				
Do you have a disability?		YES		NO																																																																																																																																				
Are you a South African Citizen?		YES		NO																																																																																																																																				
If no, what is your Nationality																																																																																																																																								
And do you have a valid work Permit																																																																																																																																								
Have you ever been convicted of a criminal offence or been dismissed from employment?		YES		NO																																																																																																																																				
Do you have a driver's license?		YES		NO																																																																																																																																				
Are you computer literate?		YES		NO																																																																																																																																				
If YES elaborate																																																																																																																																								
Do you hold a professional membership with any professional body? If yes, provide information below																																																																																																																																								
Name of professional body		Membership Number		Expiry Date																																																																																																																																				
<b>C. HOW DO WE CONTACT YOU</b>																																																																																																																																								
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'						
	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: