

Newcastle Municipality  
OFFICE OF THE MUNICIPAL MANAGER

2024 -02- 1 6

Newcastle Municipality



Newcastle Municipality  
OFFICE OF THE MUNICIPAL MANAGER

2024 -02- 1 7

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 :** 14 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:

Personal Assistant Post ID: COMM2

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

- Experience: 5 - 8 Years' relevant experience.

NB: All other requirements remain the same, except for the closing date for the Personal Assistant vacancy which is now extended to 22 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

16/02/2024



## NEWCASTLE MUNICIPALITY VACANCY

### Erratum No. 02/2024

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</li> <li>• Also requires a relevant secretarial certificate.</li> <li>• Valid Drivers' License.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• <b>5 - 8 Years' relevant experience.</b></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/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>• <u>Copying and collating</u> of documents for the SED: Community Services</li> </ul>
Where Advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle Municipality 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 : 22 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" style="padding: 5px;">Position for which you are applying. (as advertised)</td> <td colspan="3" style="padding: 5px;">Newspaper where the position was advertised</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Reference number (if stated in the advert)</td> <td colspan="3" 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> <td colspan="5" style="text-align: center;"><b>B. PERSONAL INFORMATION</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Surname</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">First Names</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Date of Birth</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">ID number</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Race</td> <td style="padding: 5px;">African</td> <td style="padding: 5px;">White</td> <td style="padding: 5px;">Coloured</td> <td style="padding: 5px;">Indian</td> </tr> <tr> <td style="padding: 5px;">Gender</td> <td colspan="2" style="padding: 5px;"></td> <td style="padding: 5px;">FEMALE</td> <td style="padding: 5px;">MALE</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Do you have a disability?</td> <td colspan="2" style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Are you a South African Citizen?</td> <td colspan="2" style="padding: 5px;">YES</td> <td style="padding: 5px;">NO</td> </tr> <tr> <td colspan="2" style="padding: 5px;">If no, what is your Nationality</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">And do you have a valid work Permit</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Have you ever been convicted of a criminal offence or been dismissed from employment?</td> <td style="padding: 5px;">YES</td> <td colspan="2" style="padding: 5px;">NO</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Do you have a driver's license?</td> <td style="padding: 5px;">YES</td> <td colspan="2" style="padding: 5px;">NO</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Are you computer literate?</td> <td style="padding: 5px;">YES</td> <td colspan="2" style="padding: 5px;">NO</td> </tr> <tr> <td style="padding: 5px;">If YES elaborate</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Do you hold a professional membership with any professional body? If yes, provide information below</td> <td colspan="3" style="padding: 5px;"></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="text-align: center;"><b>C. HOW DO WE CONTACT YOU</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Preferred language for correspondence?</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Telephone number during office hours</td> <td colspan="3" style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Physical Address</td> <td colspan="4" style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Preferred method for correspondence</td> <td style="padding: 5px;">Post</td> <td style="padding: 5px;">E-mail</td> <td style="padding: 5px;">Fax</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Correspondence contact details (in terms of the above)</td> <td colspan="3" style="padding: 5px;"></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: