



Newcastle Municipality
OFFICE OF THE MUNICIPAL MANAGER

2024 -02- 21

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 : TH Sithole

DATE : 16 February 2024

INTERNAL MEMORANDUM

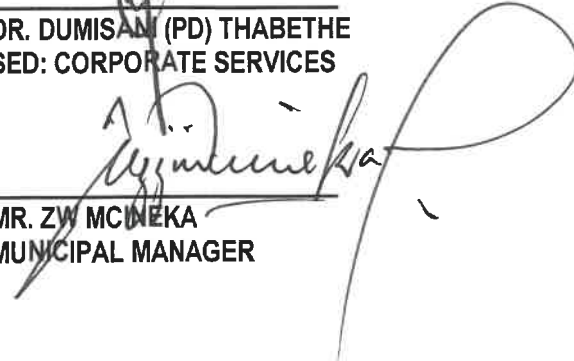
HR CIRCULAR NO. 14 / 2024: ADVERTISEMENT OF VACANCY

Attached hereto please find an Advertisement of Vacancy for distribution to all Personnel in your Department.

Please note that receipt of all internal and external applications for vacancy 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



NEWCASTLE MUNICIPALITY VACANCIES

CS 09/2024

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

DEPARTMENT: CORPORATE SERVICES

Position	MANAGER: HUMAN RESOURCES MANAGEMENT: POST ID: CORP150
Remuneration	R 670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma or Degree in Human Resources Management • Computer Literacy (MS Office) • Driver's license
Experience	<ul style="list-style-type: none"> • 8-years or more relevant experience covering a broad range of Human Resources functions; and at least 3 years supervisory experience
Additional requirements	<ul style="list-style-type: none"> • 3 years' experience in Payroll & HR Software will be advantageous
Responsibilities	<ul style="list-style-type: none"> • Monitoring and maintaining performance levels of subordinates in the section in order to ensure the delivery of service in accordance with laid down policies, performance indicators. • Work allocation to subordinates by marking out work to subordinates to ensure service delivery • Handle serious and complex matters that fall outside the capacity of subordinates by investigating and resolving matters to maintain continuous workflow and productivity • Responsible for Recruitment, Exit and Leave Sections • Supervision of personnel in order to maintain discipline, morale and productivity in the section by means of counselling and discipline • Formulate and amend policies for approval by the Newcastle Municipal Council into the relevant labour legislation by doing research and compiling items to ensure that labour policies and procedures are kept up date and within the ambit of changing labour legislation • Attend LLF and HRPSC meetings in advisory capacity to ensue informed decision are taken • Assist with the development of Personnel Section strategic planning framework which is aligned to the IDP and organizational strategy based on sound research and reliable management information • Planning of future functions of section by investigating shortfalls and setting of goals to ensure shortfalls are addresses within limits of resources • Development of HR Plan • Advise and give guidance to subordinates, other departments and management regarding Conditions of Service, grievance and disciplinary procedures and labour legislation to ensure the correct implementation of policies and legislation • Development of Employment Equity Plan and ensuring compliance as per the Employment Equity Act
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 Strategic Executive Director (SED): Corporate Services: DR. Dumisani (PD) Thabethe, at 034-328 7910.

- 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 : 08 MARCH 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: