



OFFICE OF THE SED: CORPORATE SERVICES

REF : 4/1/2/1
ENQUIRIES : NW Mtshali
EXTENSION : 7736
DATE : 23 August 2024
TO : All Heads of Departments

memorandum

HR CIRCULAR NO. 41 / 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.

 26/08/24
DR. DUMISANI (PD) THABETHE
SED: CORPORATE SERVICES


MR ZW MCINEKA
MUNICIPAL MANAGER





NEWCASTLE MUNICIPALITY VACANCIES

CS 37/2024

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

DEPARTMENT: TECHNICAL SERVICES

Position	Manager: Planning & Regulation : Post ID: TS3400
Remuneration	R 670 484,87 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Grade 12 / Matric • BSc Civil Engineering or B-Tech Civil Engineering, or related Degree in the field at NQF level 7 • Eligible to registered with Engineering Council of South Africa (ECSA) as a Professional Engineer (PR Eng) or Engineering Technologist (PR Tech Eng) • Valid Driver's License • Computer Literacy: MS Office
Experience	5 – 8 Years in Water and Sanitation Management Knowledge of relevant legislations (OHS and Water Act)
Responsibilities	<ul style="list-style-type: none"> • Manage the Water Services Authority function and Water Services Regulation • Water Balance / Water Audit reporting and Water stock reporting • Management of capital projects WC/WDM including metering • Ensure the implementation of Water Services Development Plan • Ensure projects are identified and planned according to the IDP. • All monthly reporting to the provincial department in terms of sanitation and water quality management • Assessment of the water service delivery mechanism • Interdepartmental reports (SDBIP's, Risk: Strategic Risk action plan, Operational risk action plan and Fraud Risk action Plan, Audit steering committee and AG Action Plan reports) • Funding management and reporting to funders • Ensuring that the WSDP of the Newcastle Municipality is in line with KZN Water Sector Plan • All monthly reporting to the provincial department in terms of sanitation and water quality management
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal website

Position	Superintendent (Pump Station): Post ID: TS3217
Remuneration	R 516 515,48 per annum (Task Grade 14)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • National Diploma in Civil, Mechanical Engineering or equivalent Qualification. • Trade Test Certified Plumber will be an added advantage. • Valid Driver's License. • Computer Literacy: MS Office.
Experience	<ul style="list-style-type: none"> • 3- 5 Years' relevant experience in Sewer reticulation network B

Responsibilities	<p>A. OPERATIONAL FUNCTIONS</p> <p>PLANNING, LEADING AND MAINTAINING</p> <p>Supervises sub-ordinates to maintain high quality workmanship, by :</p> <ul style="list-style-type: none"> • Planning, organizing and directing activities of the field staff engaged in the construction, maintenance, operation and housekeeping of the water and sewer networks and pump stations by drawing up schedules and procedure to perform tasks • Organizing the efficient utilization of human resources, material, equipment as well as support from external sources to ensure that the routine maintenance and emergency repair functions of the section are performed efficiently on a 24 hour day basis • Ensuring that water and sewer networks perform to design criteria in terms of water volumes, water losses pressures and in terms of sewage volumes • Ensuring optimum utilization of available equipment in water and sewage pump stations • Proposing improvements to be made on current water and sewer network design shortfalls • Ensuring that scheduled maintenance to water reservoirs, water and sewer networks, water and sewer pump stations is performed to minimize disruptions of service delivered • Complying with the OHS Act, procedure and regulations to ensure a safe working environment • Ensuring that maintenance is carried out according to acceptable engineering standards to achieve safe operation of machinery and equipment and creating a safe working environment for all staff in the section • Determining high-risk tasks and the dangers pertaining to these tasks, and taking precautionary measures to ensure the safety of staff • Conducting regular safety talks for staff on the operation and importance of safety tools/equipment
Where advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal website

Position	WCDM Technician : Post ID: TS3398 & TS3399
Remuneration	R 407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • National Diploma in Civil Engineering or equivalent Qualification. • Valid Driver's License. • Computer Literacy: MS Office.
Experience	<ul style="list-style-type: none"> • 3 Years' relevant experience in Water Services: Water Reticulation
Responsibilities	<ul style="list-style-type: none"> • Organizing and controlling of maintenance function • Management of staff, within the maintenance of health industry relations • Control and management of water losses • Provide reports on zonal pressure and highlight the problem areas • Daily monitoring of (telemetry system) and highlight problems with regards to reservoirs and bulk meter • Generates reports to the Operations Manager • Accurate record keeping for all expenditure • Engage in the duties of the artisans (pipe layers) to reduce backlogs • Responsible for the proper and smooth running of the operations water services • Hold monthly meetings with the Operation Manager to brief him on the progress of current projects
Where Advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal website

Position	Technician Planning: Post ID: TS3405
Remuneration	R 407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • National Diploma in Civil Engineering or equivalent Qualification. • Valid Driver's License. • Computer Literacy: MS Office.
Experience	<ul style="list-style-type: none"> • 3 Years relevant experience in Water Services: Planning and Regulation

Responsibilities	<ul style="list-style-type: none"> • Conduct site inspection to obtain all relevant information for the comments, contracts compliance • Project handover (final appointment and site handover minutes) • Responsible for completion certificates for WSA projects as well as submission to assets for asset registration • Special Projects Management (water and sanitation) • Manages Water Services Authority and Water Services Regulation • Water Balance/Water audit reporting • Interdepartmental report (SDBIP's, Risk action plans, Audit steering committee) • Water stock • Ensure the implementation of WSDP • All monthly reporting to provincial department in terms of Water Balance • Management of capital projects (WC/WDM) including metering • Water sector reports (Mussa, Blue drop, Green drop, No drop) • All other administrative tasks in the management of the function
Where Advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal website

Position	Compliance & Enforcement Technicians : Post ID: TS3406 & TS3407
Remuneration	R 407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • National Diploma in Civil Engineering or equivalent Qualification. • Valid Driver's License. • Computer Literacy: MS Office.
Experience	<ul style="list-style-type: none"> • 3 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> • Accurate record keeping for all expenditures and Project finances. • Advice management on possible needs for future capital requirements • Accurate record keeping for all expenditures and Project finances. • Advice management on possible needs for future capital requirements • Prepare monthly reports for Management Ensure • Manage, update Water services By-Laws and prepare Stats for DWA. • Enforce Water Services By-laws • Manage and monitor Water Services Regulations for compliance and prepared stats for Management and DWA • Manage Blue Drop System and upload stats. • Manage Green drop System and upload stats. • Conduct Water Quality Tests on a regular basis and prepare stats. • Advice Management on achieving and maintaining blue and green drop status. • Attending and reporting back on DWA regulation meetings. • Prepare Monthly report.+
Where Advertised	<ul style="list-style-type: none"> • Internal / Newcastle Municipal website

Position	Administration Clerk: Post ID: TS3212 & TS3216
Remuneration	R 204 851,62 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • Computer Literacy: MS Office.
Experience	<ul style="list-style-type: none"> • 12 Months working experience
Responsibilities	<ul style="list-style-type: none"> • Complete timesheets, logbooks and leave forms • Answering telephone, taking messages and complaints and convey them to relevant person • Reporting injury on duty and complete necessary forms • Reporting of accidents and complete necessary forms • Reporting vehicle/machine breakdowns to mechanical workshop • Communicating by radio with relevant workers regarding complaints or instructions • Assist with other duties
Where advertised	<ul style="list-style-type: none"> • Internal

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 Director: Water Services: ZS Ntombela 034-328 7917

Position	MIS DATA ADMINISTRATOR: POST ID: TS3204
Remuneration	R 345 135,45 per annum (Task Grade 11)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12. • National Diploma in Public Administration or Equivalent • Computer Literacy MS Officer
Experience	<ul style="list-style-type: none"> • 2 years relevant experience
Responsibilities	<ul style="list-style-type: none"> • MIG Projects related documents capturing, and reporting and filling. • Assist in MIG claims capturing and reporting on the MG MIS. • Attend MIG related matters including training. • Assist in project registration, Reporting and Monitoring. • Manage MIS project data and non- financial reports. • Advise/ keep track on MIG conditions set and time frames for MIG related projects. • Assisting in expenditure reporting on the MIS. • Assist in capturing and registering of MIG forms including business plans on the MIS. • Manipulating data for the preparation of all necessary reports to the municipalities and the relevant provincial and national departments. • Assist in tracking project expenditure monthly and in financial year end. • Assist in amendments of MIG related forms on MIS. • Assist in quality assurance as per MIG standards of Site Visit/Specific reports. • Assist in reporting of projects on EPWP System.
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 Manager Project Management Unit: M Nduku 034-328 7898

- 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.
- **Applicants must submit copies of supporting documents. Note that certified copies must be submitted by shortlisted applicants**
- **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.**

NB: COLOURED MALES & COLOURED FEMALES ARE ENCOURAGED TO APPLY

CLOSING DATE : 27 SEPTEMBER 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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D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Language (specified)					
	isiZulu	English				
Speak	Good	Good				
Read	Good	Good				
Write	Good	Good				

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: