**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**CS 58/2016**

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

**1. DEPARTMENT : MUNICIPAL MANAGER**

## SED :CORPORATESERVICES :POSTID: CORP1(Fixed term performance contract for a period of five (5) years)

Remuneration : R1035906,00–R1430538,00(Annualtotalremuneration package).

InaccordancewithGovernmentNotice381of1July2016.

TheappointmentmadewillbesubjecttothesigningofanemploymentcontractandperformanceagreementintermsofSection57oftheMunicipalSystemsActandwillbedoneinaccordance withtheRegulationsonAppointmentandConditionsofEmploymentofSenior Managers.

Thecandidatewillberequiredtodiscloseallfinancialinterestsand will be subjectedtocompetencyassessment.

MinimumQualifications : BachelorDegreeinPublicAdministration/ Management Sciences/Laworequivalent.5Years’experienceatmiddlemanagement,andhaveprovensuccessfulmanagementexperienceinadministration.CodeEBdriver’slicence.

CompliancewithalltherequirementsascontainedintheMunicipalRegulationsonMinimumCompetencyLevels,Gazette29967of15June 2007.

Knowledge : Goodknowledgeandunderstandingofrelevantpolicyand legislation.Goodknowledgeandunderstandingofinstitutionalgovernancesystemsandperformancemanagement.Goodknowledgeofcorporatesupportservices,including:-Humancapitalmanagement;Facilitiesmanagement;Informationcommunicationtechnology;andCouncilsupport.GoodknowledgeofsupplychainmanagementregulationsandthePreferentialProcurementPolicyFrameworkAct,2000(ActNo.5of2000).Goodgovernance.LabourRelationsAct,andotherlabour-relatedprescripts.Legalbackgroundandhumancapitalmanagement.Knowledgeofco-ordinationandoversightofallspecialisedsupportfunctions.

Responsibilities : ReportingtotheMunicipalManager,thepostoperatesatstrategiclevelandprovidesstrategicsupporttothebusinessfunctionswithinNewcastleMunicipalitywiththemainfocusbeing :-

* + - 1. ImplementationofthestrategicgoalsasidentifiedintheIntegrated DevelopmentPlanofthemunicipality.
      2. Ensuringtheeffectivemanagementandcomplianceoflegislationandpoliciesinrespectof,amongstothers,thefollowingKeyPerformance Areas:-
* Human Resources Management with specificreferenceto:-
  + RecruitmentandSelection
  + HumanResources Development
  + OrganisationandWorkStudy
  + LabourRelations
* OccupationalHealthandSafety
  + - 1. EnsuringthattheapprovedbudgetisexecutedinlinewiththeServiceDeliveryandBudgetImplementationPlanoftheDepartmentof CorporateServices.
      2. ProvidingsupporttothePortfolioCommittees,ExecutiveCommittee,StandingCommitteeonPublicAccountsandCouncilontheco-ordinationandadministrativeaspectsofsuchcommittees.

**Pleasenote** :Candidatesare required to completetheprescribed “AnnexureC” application formasperGovernmentGazetteNo.37245of17January2014whichisobtainablefromallMunicipalitiesaswellastheinternetat[www.gpwonline.co.za](http://www.gpwonline.co.za/)(Failuretodosowillresultinthecandidatebeingdisqualified).Certifiedcopies (not older than 3 months)ofacademicqualificationsandadetailed CVmustaccompanyyourapplication.

Itwould beexpectedof candidatestobe subjectedto thoroughevaluations and thatprevious and currentemployersandreferenceswillbecontacted.Verifications will be done on his/her qualifications, criminal and credit records. For Municipal Finance Management Program, the candidate must attach a record of unit standards attended, to the application.

Thecandidatewillberequiredtodiscloseallfinancialinterestandwillbesubjectedtocompetencyassessment.

Appointmentissubjecttothesigningofanemploymentcontractandperformanceagreementintermsofsection57oftheMunicipalSystemsActandwillbedoneinaccordancewiththeRegulationsonAppointmentand ConditionsofEmploymentof SeniorManagers.

Theemployee’sordinaryplacetobestationedwillbeNewcastle,providedthatthemunicipalitymayrequiretheemployeetoworkatsuchplaceswithintheRepublicofSouthAfricaasmaybenecessary,whetheronatemporaryorpermanentbasisandmayrequiretheemployeetotravelinternationallyintheperformanceofhisduties.

## DetailedCV’saswellas the completed“AnnexureC”applicationformreferredtoabovecanbeforwardedtoMrsATaljaardattheDirectorate:HumanResources,TowerBlock,MurchisonStreet,Officeno.B563,PrivateBagX6621,NEWCASTLE,2940.Forfurtherinformationyou maycontact the Municipal Manager, MrB EMswane at 034–3287750.

* Councilwillpayrelocationexpensessubject totherulesgoverningsuchscheme.
* Canvassing forappointmentwillautomaticallydisqualifyan applicant.
* Ifnoreplytoyourapplicationhasbeenreceivedwithin60daysoftheclosingdate,youshouldconsideryourapplicationas beingunsuccessful.
* TheDirectorate:HumanResourceswillnotacceptresponsibilityforinformationnotmentionedinapplications.
* **NO**lateapplicationswillbe accepted.
* **NO**e-mailsor faxeswill be accepted.
* TheDirectorate:HumanResourceswillnotbeheldresponsible forlostapplicationsunlessproofofsubmission canbesupplied.
* Allapplicantsmayberequiredtoundergoa proficiencytest.
* **NO**applicationsshallbe consideredwithoutcertifiedcopiesofthe originaldocumentsofqualifications.
* TheNewcastleMunicipalityadherestotheprovisionsascontainedintheEmploymentEquityAct to ensurerepresentativelythroughthe processofaffirmativeaction.
* Itwouldbeexpectedofcandidatestobesubjectedtothoroughevaluationsandthatpreviousandcurrent employersandreferences willbecontacted.Verificationswillbedoneonhis/herqualifications,criminalandcreditrecords.
* Applicantsmusthave nocriminalrecordor pendingcriminal/departmental orcivilcases.
* Applicantswillbesubjectedtoavettingprocesswhichwillincludesecurityscreeningandfingerprint verification.
* Applicantsshould bea SouthAfricancitizen orpermanent resident.
* **SHOULD**thecandidatebesuccessfulintheinterviewandthereafterdeclinetheoffer,suchcandidatewill be liable forallcostsincurredtohave thepositionre-advertised.

## TheMunicipalityreservestherightnottomakeanyappointment.NewcastleMunicipalityisanequalopportunityandaffirmativeactionemployer.Wearecommittedtotheachievementandmaintenance of diversityandequityin employment.

**CLOSINGDATE:16 NOVEMBER 2016**