

MEMORANDUM

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Date: 29 January 2026

Who deals with this: Ms A Mokuena

INFORMATION AND PROCEDURE ON SUBMITTING APPLICATIONS IN RESPONSE TO ADVERTISED POSITIONS:

1. MANUAL APPLICATIONS

- Applications for advertised positions must be submitted on the NMBM official application form obtainable from any of the two application receiving centres in the Nelson Mandela Bay Metro - Lillian Diedericks Building, Ground Floor, Govan Mbeki Avenue OR Uitenhage Town Hall, Ground Floor, Market Street or may be downloaded from the NMBM website. **Z83** forms will not be considered.
- Applicants must submit one application per advertised position and must ensure that their full/updated CV and certified copies of their certificates (not older than six (6) months) are attached and aligned to reflect their degree of compliance/ suitability with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application is submitted before the closing date.
- Before submitting the application, applicants must ensure that the application is fully completed, stating the correct position code/ reference number for the position they are interested in.
- Submission of fraudulent documentation and canvassing of councillors will immediately disqualify the applicant.
- After submitting the application, the applicant will be given an acknowledgement of receipt slip which must be kept in a safe place.
- Applications will be captured on the Employment Application System and a master list of all applications received will be generated.
- Applicants must note that correspondence will only be conducted with the shortlisted candidates.

- If an applicant has not been contacted within three months of the closing date, they must accept that their application was unsuccessful.
- Applications close at 14h00 on a Friday and thereafter, no application will be accepted.

2. ONLINE APPLICATIONS – E RECRUITMENT

- Positions from Task Grade seven (7) and above are advertised online unless directed otherwise.
- Online submissions must be made on the Municipal website at www.nelsonmandelabay.gov.za by clicking on the “Vacancies” tab to find the list of advertisements and the application forms that must be completed. Applicants should not wait until the eleventh hour to submit applications. When applications are submitted on time, any technical glitches that may arise during the application submission process could be addressed quickly and seamlessly.
- A full/updated CV and certified copies (not older than six (6) months) must accompany the application.
- The official application form for Senior Management /Section 56/7 positions must be uploaded along with a CV and relevant certified copies of certificates.
- Applicants are encouraged to have electronic copies of all their supporting documents ready for uploading when starting the application process.
- After the completed application has been submitted and all the supporting documents have been uploaded, the applicant will receive a message as an acknowledgement of receipt of the application.
- Applicants must note that correspondence will be made with the shortlisted candidates only.
- If an applicant has not been shortlisted within three months of the closing date, they must assume that their application was unsuccessful.
- Applications close at 14h00 on a Friday, thereafter the system will close automatically, and no more applications will be accepted.

3. LEGAL CONSIDERATIONS IN THE RECRUITMENT AND SELECTION PROCESS

- The Municipality is an equal opportunity employer and as such, is committed to employment practices that are legally compliant when dealing with the process of filling vacancies. In this regard, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, (Act 108 of 1996), the Employment Equity Act, 1998 (Act 55 of 1998), the Municipal Staff Regulations, 2021 and other relevant legal prescripts are taken into consideration during the selection process.
- It is the intention of the Municipality to promote representativity in respect of race, gender and disability when filling advertised funded vacancies.

- Preference will be given to (but is not limited to) candidates from the designated groups in terms of the Employment Equity Act and the Municipality's Employment Equity Plan.
- In support of this strategy, applicants are urged to clearly indicate their race, gender and most importantly, their DISABILITY status, on the application form and/or CV.

4. SHORTLISTED APPLICANTS

- If an applicant has been shortlisted for the position they have applied for, they will be contacted by an official from the Human Resources Management Services Sub-Directorate, and not by a union representative or other Municipal official, by means of the contact number and/or e-mail address that they have provided on the application or CV.
- It is the responsibility of the applicant to ensure that their contact numbers and email addresses are correct, and that their devices are always in a working/ reachable condition so that they do not miss the opportunity to be invited.
- It should be noted that the shortlist will consist of only applicants who comply with the advertised requirements.
- Applicants who have left the Municipality and have been declared medically unfit in terms of their respective Pension Fund rules, will not be considered.
- Applicants must further note that, as part of the selection process, once shortlisted, they could be subjected to a vetting process and personal suitability checks which may include (but is not limited to) reference, fingerprints, qualification verification and criminal records checks and that their appointment will be subject to the positive outcome of any of the above checks.
- It must further be noted that, due to the nature and inherent requirements of certain positions, candidates will be subjected to a physical examination test by the Occupational Health and Wellness Centre Dr of the Municipality to determine their physical fitness to perform the duties for the position.

5. WHAT TO EXPECT DURING INTERVIEWS

- In accordance with the Municipal Staff Regulations, a selection panel will be appointed for each of the advertised posts to recommend the appointment of a suitable candidate.
- The selection panel will comprise of at least 3 to 5 members and one representative from each recognised trade union with observer status and a Human Resources Representative whose role is to facilitate, coordinate and provide technical HR advise to the panel.
- When being invited for an interview, applicants must record all the details of the interview (date, time and venue) accurately, prepare themselves by doing some research about the department and the position they have applied for, honour the appointment and be presentable. Should invited applicants not be able to attend the interview, they should inform the Human Resources representative as soon as possible.

- As have been mentioned above, an interview is not the only tool that is used by the selection panel to determine the suitability of the shortlisted candidates, applicants must regard the interview as an opportunity presented to them to market the relevance of their qualifications, experience, competencies, skills and strengths to the position they are being interviewed for.

6. UNSUCCESSFUL APPLICATIONS

All unsuccessful applicants will be contacted in writing by an official from the Human Resources Management Services Sub-Directorate, not by a union representative or other Municipal official, within one month after the interview to inform them of the outcome of their application.

7. ENQUIRIES

Telephonic enquiries for all advertised positions (manual or online) may be directed to Reception at 041 506 3259.

Yours faithfully



MS N XHEGO
EXECUTIVE DIRECTOR CORPORATE SERVICES