INTERNAL MEMORANDUM

TO: ACTING MUNICIPAL MANAGER
HEAD: COMMUNITY SERVICES
ACTING HEAD: CORPORATE SERVICES
SENIOR MANAGER: HUMAN RESOURCES
SENIOR MANAGER: BUDGET AND TREASURY

FROM: MANAGER: WASTE MANAGEMENT

DATE: 30 NOVEMBER 2015

SUBJECT: TEMPORARY APPOINTMENT SUPERVISOR DRIVER/GENERAL WORKER

Background:

The following employees Mr. Maseti and Ms. Ntileka were appointed within the Waste Management Section for the period starting August 2016 (3 months) as per the memorandum dated 2 August 2016.

Based on the operational requirements the filling of these positions are essential for reasons:

- The one position which Mr Maseti occupies as supervisor/ driver is critical for waste collection services as one vehicle will stand without an operator if the position is not filled.
- Ms. Ntileka is required for street sweeping /cleaning services which is critical in terms of visual aspects and for the cleanliness of the town since approaching season. (General Assistant)

Both the above mentioned positions are on the approved organizational structure. The structure caters for two (2) individuals namely Mr. Malawana and Ngele which is being remunerated from the salary budget of Waste Management but does not work in the respective places and rather within the LED section and at Community Halls.

IT IS THEREFORE RECOMMENDED:

- That both Mr.Maseti and Ms.Ntileka be appointed on a temporary basis till the positions is advertised and
- That the issue of Mr.Ngele and Malawana be finalized for operational reasons within the respective sections

.....
R BOWER
MANAGER: WASTE MANANAGEMENT

DATE Nov. 2016

.....
M.STRATU
HEAD: COMMUNITY SERVICES
SUPPORTED/~~NOT SUPPORTED~~

DATE Nov. 2016

COMMENTS: MANAGER: HUMAN RESOURCES ADMINISTRATION

TEMPORARY APPOINTMENT SUPERVISOR DRIVER/GENERAL WORKER

Due to the moratorium placed on all staff movement, HR cannot continue with any Recruitment & Selection Processes.

The request for the extension of the temporary appointment of Mr. Maseti and Ms. Ntileka is support on the basis that Budget Office confirms that sufficient funding is available for the payment of the said temporary employees.

VR CUNNINGHAM
MANAGER: HUMAN RESOURCES ADMINISTRATION

COMMENTS: SENIOR MANAGER: HUMAN RESOURCES

1 x General ~~Assistant~~ vacant nordel depending on funding

1 x Sup/driver vacant due to retirement.

TM WILDEMAN 2/12/2016. All in order depending on funding.
SENIOR MANAGER: HUMAN RESOURCES

COMMENTS: SENIOR MANAGER: BUDGET & FINANCIAL REPORTING

Funding through savings due to critical nature of the job.
It must be also noted that when employees are transfered they must leave the funding in the Sections they worked at

subject to clarification

M MEMANI
SENIOR MANAGER: BUDGET & FINANCIAL REPORTING

SUPPORTED / ~~NOT SUPPORT~~

There is currently a moratorium on post and therefore request to fil vacancies on temp basis Supported. The section must fill the post when moratorium is lifted as it creates problems to have ees for longer than 3 months temp.

TM WILDEMAN 2/12/2016.
ACTING HEAD: CORPORATE SERVICES

APPROVED / NOT APPROVED

DJ FRIEDMAN
ACTING MUNICIPAL MANAGER 2016/12/06

INTERVIEWS OUTCOMES REPORT
Date of report: 11 August 2016

Position advertised	**EPWP DATA CAPTURER**
Media advertised	What's New in Plett and Municipal Website
Notice Number (advert attached)	170 of 2016
Closing date for position	11 August 2016
Number of applications received	62 Applications
Late applications	Not applicable
Shortlisting date and venue	20 June 2016 (Human Resources Office)
Number of candidates shortlisted	6
Written assessment conducted and weighting	N/A
Date and venue of written assessment	N/A
Structured interview conducted and weighting	Yes (70%)
Date and venue of interview	10 August 2016 (Engineering Services Boardroom)
Practical testing and weighting	30%
Date and venue of practical testing	10 August 2016
Recruitment process finalised within prescribed 3 months from date of advertisement	Yes

EMPLOYMENT EQUITY TARGET

	MALE						FEMALE						GRAND TOTAL
OCCUPATIONAL LEVEL	AFRICAN	COLOURED	INDIAN	WHITE	DISABLED	TOTAL	AFRICAN	COLOURED	INDIAN	WHITE	DISABLED	TOTAL	
Economically Active Profile (Province)	15%	24%	0.7%	9%		49%	15%	25%	0.70 %	10%		51%	100%
SEMI – SKILLED and discretionary decision making	64	42	0	1	0	107	55	39	0	3	0	97	204
% Representation for Occupational Level	31%	21%	0%	0%	0%	52%	27%	19%	0%	1%	0%	48%	100%
% Representation iro total labour turn over per designated category	37.65 %	31.82%	0.00 %	3.03 %	0.00%	32.23 %	58.51 %	50.00 %	0.00 %	30.00 %	0.00%	53.01 %	39.31%
Target	-16%	3%	1%	9%	0%	-3%	-12%	6%	1%	9%	0%	3%	

PANEL MEMBERS:

POSITION/JOB TITLE	NAME	STATUS
1. Mr. F Maki	Manager Projects: Grant Funding	Scoring
2. Ms. N Gomba	EPWP Data Capturer	Scoring
3. Mr. H van Rooyen	Human Resources Management Representation	Not Scoring

- **Note that the Labour Unions confirmed via correspondence that they not attending recruitment processes.**

OUTCOMES OF INTERVIEW PROCESS;

Candidate	Rater: R Bower in %	Rater: PL Young in %	% in structured interview	Practical ExcelCompetency assessment %	Average %
C Petersen	29	13	21.00	10	31.00
M Mafana	41	10	25.50	15	40.50
Y Yayiya	61	49	55.00	17.5	72.50
W Nqolo	60	56	58.00	15	73.00
S Sisusa	67	60	63.50	10	73.00
B Mathole	71	60	65.50	15	80.50

Preferred Candidate **Bulelewa Mathole**

Employment Equity Target Met: **NO**

6/10/2016

VR CUNNINGHAM
MANAGER: HR ADMINISTRATION

RECOMMENDATION:

1. That Ms. Bulelwa P Mathole be temporary appointed in the position of EPWP Data Capturer; effective as of **11 October 2016 until 30 June 2017.**

BUDGET IMPLICATION:

TASK LEVEL	N/A
SALARY SCALE	R 200.00 per day
ALLOWANCES	N/A

13/10/2016

F MAKI
MANAGER PROJECTS: GRANT FUNDING

The position is funded through EPWP GRANT FUNDING AS THEY THE 5% FOR ADMINISTRATION USE THAT IS STIPULATED IN THE EPWP GRANT AGREEMENT.

MOTIVATION FOR RECOMMENDING PREFERRED CANDIDATE, IF NOT MEETING EQUITY TARGET

Not white or coloured female applied for the position

P NGOUMSHE
HOD: ENGINEERING SERVICES

SUPPORTED/~~NOT SUPPORTED~~

RK SMIT
HEAD: CORPORATE SERVICES

Pls see note from HOD: Engineering Services

APPROVED/ ~~NOT APPROVED~~

14/10/16

MG STRATU
ACTING MUNICIPAL MANAGER

Contract of employment
(Fixed Term Employees)

Entered

by and between

BITOU LOCAL MUNICIPALITY
(hereinafter referred to as "the Employer")

and

YEDWA MAYILA
(hereinafter referred to as "the Employee")
ID: [redacted]

Both parties hereby agree as follows:

The following conditions shall apply and be binding on both Employee and Employer, as set out in this agreement:

Any changes to the stipulations shall be valid only if agreed to in writing by both parties.

1 **ADDRESS OF THE EMPLOYER**

Bitou Municipality
Private Bag X1002
Plettenberg Bay
6600

Address all correspondence to the Bitou Local Municipality's Municipal Manager

2 **PERIOD OF SERVICE**

2.1 The Employee shall be appointed temporarily in the service of the Employer from: **06 SEPTEMBER 2017 until 30 NOVEMBER 2017** upon which date this contract shall expire.

2.2 The temporary appointment is due to the current extreme workload of the Section and the fact that they are short staffed.

2.3 Any extension of the Employee's temporary appointment will not be valid unless such extension is agreed upon by both parties and is reduced to writing.

2.4 **Notwithstanding Clause 2.2 of this agreement, the Employee accepts that there will be no expectation on the part of the Employee to extend the Employee's temporary appointment.**

3. APPOINTMENT

3.1 The employee is appointed in a temporary capacity;

Department:	**Corporate Services**
Division:	**Communication & Customer Care**
Position:	**Multi Media & Website Administrator**
Remuneration:	**T10 Notch 1 (R 195 517 per annum)**
Commencing date:	**06 September 2017**
Expiry date:	**30 November 2017**

3.2 The employee will perform the duties as per the attached Job Description.

4. HOURS OF WORK

4.1 The employee is obliged to work **5** days per week, Monday to Friday.

4.2 The employee's normal working hours will not exceed **40** hours per week and **8** hours per day.

4.3 The Employee undertakes to perform overtime. Such overtime shall take place in accordance with section 10 of the Basic Conditions of Employment.

4.4 The provisions of this paragraph do not apply to work which is required to be done without delay owing to circumstances for which the employer could not reasonably have been expected to make provision and which cannot be performed by the employee during the normal working hours.

5 REMUNERATION

5.1 The Employee shall be remunerated at **T10 Notch 1 (R 195 517.84.00 per annum)** and payment shall take place on the pay date of the Employer as per standard practice.

5.2 The Employee's salary will be paid into an existing bank account of his/her choice.

5.3 Legally prescribed and reciprocal deductions shall be deducted monthly from the Employee's remuneration.

6 LEAVE

6.1 The Employer shall grant leave for the duration of the appointment period in accordance with the Main Collective Agreement on the Conditions of Services (2 days per month.)

6.2 Leave may only be taken with the prior permission of the Employer

6.3 Accumulated holiday leave shall not be paid out to the Employee at the termination of this contract.

7 SICK LEAVE

7.1 The Employee is entitled to two (2) days paid sick leave for every completed month of service subject to statutory provision and requirements.

7.2 Paid sick leave shall not be granted if the sickness or injury can be attributed to the misconduct or negligence of the Employee.

7.3 Where the Employee has been absent due to illness, the Employee must provide the Employer with a medical certificate, which stipulates the period of absence, as well as the reasons. The submission of a medical certificate takes place in terms of section 23 of the Basic Conditions of Employment Act. The Employee must, if possible, notify the Employer within two (2) hours after the scheduled starting time of work.

8 RULES AND REGULATIONS

8.1 The Employee hereby accepts all general and disciplinary-, grievance-, safety and occupational health rules and regulations of the Employer.

8.2 The Employee acknowledges the right of the Employer to change, in consultation with Organized Labour, its rules with regard to general matters, disciplinary and grievance procedures, as well as health measures from time to time.

9 CONFIDENTIALITY

9.1 The Employee undertakes not to make known, confidential information about the Employer, during his/her period of employment and thereafter, available to any third party.

10 NOTICE OF TERMINATION OF SERVICE

10.1 Over and above the condition set out in clause 2 above, the following conditions are applicable:-

Should the Employer or the Employee wish to terminate the agreement, the one party should, in writing:-

- And within the first four (4) weeks give one (1) week notice of the termination of the contract.

- If, at any time, after the expiration of the first four(4) weeks of service, give two weeks notice of the termination of this agreement.

11 DOCUMENTATION

11.1 The Employee undertakes to provide the Employer with the following documentation:-

- Certified Copy of identity document;
- Banking details

11.2 The Employer undertakes to provide the Employee with an Unemployment Certificate

12 DECLARATION

12.1 I declare that I have no criminal record and was never dismissed for any misconduct or fraudulent activity.

12.2 I further hereby agree and give consent to, Bitou Municipality to conduct any enquiry including a relevant criminal record check with SAPS as well as any other financial fitness enquiry.

12.3 Should any of the information so obtained indicate a negative report then this contract will terminate immediately without notice.

SIGNED AT PLETTENBERG BAY ON THIS 1 DAY OF **SEPTEMBER 2017.**

1/9/2017

V MBELANI
HEAD: CORPORATE SERVICES

SIGNED AT PLETTENBERG BAY ON THIS 1 DAY OF **SEPTEMBER 2017.**

MR TC NDLOVU
MUNICIPAL MANAGER

1. 04/09/2017
WITNESS

2.
WITNESS

M.Y. C.N.L

I, the undersigned, hereby acknowledge receipt of this contract of employment and confirm that I have read it, or that the stipulations thereof have been read and explained to me, and that I understand it. I regard myself as being legally bound by this agreement and undertake to fulfill the stipulations contained therein.

EMPLOYEE

1. WITNESS

2. WITNESS

==========

C.N.R

NN

Contract of employment

(Fixed Term Employees)

entered between

by and between

BITOU LOCAL MUNICIPALITY
(hereinafter referred to as "the Employer")

and

YEDWA MAYILA
(hereinafter referred to as "the Employee")
ID Number: [redacted]

Both parties hereby agree as follows:

The following conditions shall apply and be binding on both Employee and Employer, as set out in this agreement:

Any changes to the stipulations shall be valid only if agreed to in writing by both parties.

1 ADDRESS OF THE EMPLOYER

Bitou Municipality
Private Bag X1002
Plettenberg Bay
6600

Address all correspondence to the Bitou Local Municipality's Municipal Manager

2 PERIOD OF SERVICE

2.1 The Employee shall be appointed temporarily in the service of the Employer from: **05 June 2017 until 05 September 2017**; upon which date this contract shall expire.

2.2 Any extension of the Employee's temporary appointment will not be valid unless such extension is agreed upon by both parties and is reduced to writing.

2.3 **Notwithstanding Clause 2.2 of this agreement, the Employee accepts that there will be no expectation on the part of the Employee to extend the Employee's temporary appointment.**

3. APPOINTMENT

3.1 The employee is appointed in a temporary capacity in the

Position: **Administration Officer**

Department: **Office of the Municipal Manager**

Division: **Office of the Political Office Bearers**

and will commence duties on **06 June 2017.**

3.2 The employee will perform the duties as per the attached Job Description during this period of employment (Annexure A).

4. HOURS OF WORK

4.1 The employee is obliged to work 5 days per week, Monday to Friday.

4.2 The employee's normal working hours will not exceed **40** hours per week and **8** hours per day.

4.3 The Employee undertakes to perform overtime. Such overtime shall take place in accordance with section 10 of the Basic Conditions of Employment.

4.4 The provisions of this paragraph do not apply to work which is required to be done without delay owing to circumstances for which the employer could not reasonably have been expected to make provision and which cannot be performed by the employee during the normal working hours.

5 REMUNERATION

5.1 The Employee shall be remunerated at (T9 Notch 1) **R 161 749.62 per annum (R 13 479 .14 per month)** and payment shall take place on the pay date of the Employer as per standard practice.

5.2 The Employee's salary will be paid into an existing bank account of his/her choice.

5.3 Legally prescribed and reciprocal deductions shall be deducted monthly from the Employee's remuneration.

6 LEAVE

6.1 The Employer shall grant leave for the duration of the appointment period in accordance with the Collective Agreement on the Conditions of Services (2 days per month).

6.2 Leave may only be taken with the prior permission of the Employer

6.3 Accumulated holiday leave shall be paid out to the Employee at the termination of this contract.

7 SICK LEAVE

7.1 The Employee is entitled to two (2) days paid sick leave for every completed month of service subject to statutory provision and requirements.

7.2 Paid sick leave shall not be granted if the sickness or injury can be attributed to the misconduct or negligence of the Employee.

7.3 Where the Employee has been absent due to illness, the Employee must provide the Employer with a medical certificate, which stipulates the period of absence, as well as the reasons. The submission of a medical certificate takes place in terms of section 23 of the Basic Conditions of Employment Act. The Employee must, if possible, notify the Employer within two (2) hours after the scheduled starting time of work that he/she is sick.

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8.1 The Employee hereby accepts all general and disciplinary-, grievance-, safety and occupational health rules and regulations of the Employer.

8.2 The Employee acknowledges the right of the Employer to change, in consultation with Organized Labour, its rules with regard to general matters, disciplinary and grievance procedures, as well as health measures from time to time.

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9.1 The Employee undertakes not to make known, confidential information about the Employer, during his/her period of employment and thereafter, available to any third party.

10 NOTICE OF TERMINATION OF SERVICE

10.1 Over and above the condition set out in clause 2 above, the following conditions are applicable:-

J.S.

Should the Employer or the Employee wish to terminate the agreement prior to term, the one party should, in writing:-

- And within the first four (4) weeks give one (1) week notice of the termination of the contract.
- If, at any time, after the expiration of the first four(4) weeks of service, give two weeks notice of the termination of this agreement.

11 DOCUMENTATION

11.1 The Employee undertakes to provide the Employer with the following documentation:-

- Certified Copy of Identity document;
- Banking details

11.2 The Employer undertakes to provide the Employee with an Unemployment Certificate

D NCAME
MANAGER: OFFICE OF THE MAYOR

SIGNED AT PLETTENBERG BAY ON THIS 05 DAY OF **JUNE 2017**

MR TC NDLOVU
MUNICIPAL MANAGER

1. **WITNESS**

2. **WITNESS**

12 DECLARATION

12.1 I declare that I have no criminal record and was never dismissed for any misconduct or fraudulent activity.

12.2 I further hereby agree and give consent to, Bitou Municipality to conduct any enquiry including a relevant criminal record check with SAPS as well as any other financial fitness enquiry.

12.3 Should any of the information so obtained indicate a negative report then this contract will terminate immediately without notice.

I, the undersigned, hereby acknowledge receipt of this contract of employment and confirm that I have read it, or that the stipulations thereof have been read and explained to me, and that I understand it. I regard myself as being legally bound by this agreement and undertake to fulfill the stipulations contained therein.

SIGNED AT PLETTENBERG BAY ON THIS _____ DAY OF **JUNE 2017**

EMPLOYEE

1. _____ **WITNESS**

2. _____ **WITNESS**

SearchWorks

Unit B4 Arden Grove Montague Gardens
Tel +27 86 044 3333 Fax +27 21 555 3127
Website http://www.searchworks.co.za

[redacted]
Forensic Consumer Report

Search Information

Summary

Search Type	FORENSIC CONSUMER REPORT
Search Description	[redacted]
Reference	TANYA
Date	31/03/2017

Profile Summary

Personal Information

Summary

Title	MISS
Forename(s)	VUYOKAZI JEAN-FORTUNE
Surname	MBELANI
ID Number	[redacted]
Date of Birth	[redacted]
Age	48
Gender	FEMALE
Deceased	NO
Privacy Status	ACCEPTS CONTACTS

Contact Information

Most Recent Home Telephone Number	[redacted]
Most Recent Work Telephone Number	[redacted]
Most Recent Physical Address	[redacted]
Most Recent Postal Address	[redacted]

Notifications

Debt Review Summary

Fraud Indicator Summary

Home Affairs Verification	YES
Home Affairs Deceased Status	NO

Address History

Address	Type	Last Updated
[redacted]	RESIDENTIAL	14/09/2016
[redacted]	POSTAL	14/09/2016
[redacted]	POSTAL	15/02/2016
[redacted]	RESIDENTIAL	15/02/2016
[redacted]	POSTAL	24/12/2015
[redacted]	RESIDENTIAL	24/12/2015
[redacted]	RESIDENTIAL	03/10/2015
[redacted]	POSTAL	27/06/2015
[redacted]	POSTAL	15/04/2015
[redacted]	RESIDENTIAL	19/03/2015
[redacted]	RESIDENTIAL	17/02/2015
[redacted]	POSTAL	17/02/2015
[redacted]	POSTAL	07/02/2015
[redacted]	RESIDENTIAL	27/01/2015
[redacted]	POSTAL	27/01/2015
[redacted]	RESIDENTIAL	24/01/2015
[redacted]	RESIDENTIAL	19/11/2014
[redacted]	POSTAL	28/10/2014
[redacted]	RESIDENTIAL	06/09/2014
[redacted]	RESIDENTIAL	28/08/2014
[redacted]	POSTAL	27/08/2014
[redacted]	POSTAL	17/08/2014
[redacted]	POSTAL	26/01/2014
[redacted]	RESIDENTIAL	14/03/2013
[redacted]	POSTAL	20/02/2013
[redacted]	POSTAL	09/02/2013
[redacted]	POSTAL	11/10/2012
[redacted]	POSTAL	09/10/2012
[redacted]	POSTAL	06/09/2012
[redacted]	RESIDENTIAL	14/05/2012
[redacted]	RESIDENTIAL	08/05/2012
[redacted]	POSTAL	15/04/2012
[redacted]	POSTAL	07/02/2012
[redacted]	RESIDENTIAL	16/01/2012
[redacted]	POSTAL	16/01/2012
[redacted]	POSTAL	29/12/2011
[redacted]	POSTAL	20/06/2011
[redacted]	RESIDENTIAL	12/04/2011
[redacted]	RESIDENTIAL	13/03/2011
[redacted]	POSTAL	13/03/2011
[redacted]	RESIDENTIAL	10/03/2011
[redacted]	POSTAL	02/03/2011
[redacted]	POSTAL	29/01/2011
[redacted]	RESIDENTIAL	23/12/2010
[redacted]	RESIDENTIAL	30/07/2010
[redacted]	RESIDENTIAL	18/02/2010
[redacted]	POSTAL	18/02/2010
[redacted]	RESIDENTIAL	28/11/2009
[redacted]	POSTAL	28/11/2009
[redacted]	RESIDENTIAL	14/10/2009
[redacted]	POSTAL	13/10/2009
[redacted]	POSTAL	04/10/2009
[redacted]	POSTAL	21/09/2009
[redacted]	RESIDENTIAL	15/09/2009

Address History

Address	Type	Last Updated
[redacted]	POSTAL	07/09/2009
	RESIDENTIAL	27/08/2009
	RESIDENTIAL	20/08/2009
	RESIDENTIAL	19/08/2009
	POSTAL	10/08/2009
	POSTAL	04/08/2009
	POSTAL	25/06/2008
	RESIDENTIAL	25/06/2008

Address Association(s)

Full Name	ID Number	Date Of Birth
No information available.		

Telephone History

Telephone Number	Type	Last Updated
[redacted]	CELLULAR	16/03/2017
	CELLULAR	09/03/2017
	CELLULAR	11/12/2016
	CELLULAR	24/11/2016
	CELLULAR	23/11/2016
	CELLULAR	15/09/2016
	CELLULAR	20/08/2016
	CELLULAR	21/04/2016
	CELLULAR	15/02/2016
	CELLULAR	24/10/2015
	CELLULAR	22/09/2015
	CELLULAR	18/05/2015
	CELLULAR	18/05/2015
	WORK	28/01/2015
	CELLULAR	12/12/2014
	CELLULAR	28/10/2014
0406733095	WORK	28/10/2014
[redacted]	CELLULAR	23/09/2014
	CELLULAR	28/08/2014
0406766095	WORK	27/08/2014
[redacted]	CELLULAR	27/08/2014
	CELLULAR	19/06/2014
	CELLULAR	29/04/2014
	CELLULAR	16/03/2014
	CELLULAR	12/01/2014
	CELLULAR	14/12/2013
	CELLULAR	11/11/2013
	CELLULAR	09/10/2013
	CELLULAR	11/09/2013
	CELLULAR	13/08/2013
	CELLULAR	07/07/2013
	CELLULAR	06/06/2013
	CELLULAR	18/05/2013
	CELLULAR	14/04/2013
0406096352	WORK	11/10/2012
[redacted]	CELLULAR	11/10/2012
0406095697	WORK	15/09/2012
0437401013	WORK	14/05/2012
0392510230	HOME	31/03/2012
[redacted]	CELLULAR	31/03/2012
0436835000	WORK	16/01/2012

Telephone History

Telephone Number	Type	Last Updated
0437401013	HOME	19/10/2011
0437015156	HOME	12/09/2011
0437268285	WORK	07/09/2011
[redacted]	CELLULAR	22/06/2011
0437015156	WORK	20/01/2010
[redacted]	CELLULAR	27/07/2009
0396887000	WORK	01/09/2008
0396885758	WORK	27/07/2008
[redacted]	CELLULAR	04/03/2007
0475322432	WORK	08/03/2006
[redacted]	HOME	08/03/2006

Telephone Association(s)

Full Name	ID Number	Date Of Birth
No information available.		

Employment History

Employer	Designation	Last Updated
UNEMPLOYED	-	24/12/2015
DEPARTMENT OF LOCAL GOVT TRDITIONAL AFFAIRS	-	07/02/2015
D 6 EASTERN CAPE LOCAL GOVERNME	-	08/11/2014
AMATHOLE DISTRIC	-	28/08/2009
UGU DISTRICT MUNICIP	-	01/09/2008
MBIZANA MUNICIPALITY	-	04/03/2007
PONDOCROP ELCOORDI	-	27/08/2006

Properties Currently Owned

Property 1 of 1

Deeds Office	PIETERMARITZBURG
Registration Date	14/12/2005
Property Type	ERF
Municipality	UMTAMVUNA-PORT EDWARD TRANSITIONAL LOCAL COUNCIL
Province	KWAZULU NATAL
Title Deed Number	T[redacted]
Township	PALM BEACH
Erf Number	[redacted]
Portion Number	0
Size	1361 m²
Purchase Price	R 570 000,00
Street Address	PALM BEACH,
Coordinates	[redacted]

Bond 1 of 1

Bond Number	B73942/2005
Amount	R 530 000,00
Institution	FIRSTRAND
Registration Date	14/12/2005

Properties Previously Owned

Property 1 of 1

Deeds Office	KING WILLIAMS TOWN
Registration Date	29/07/1997
Property Type	ERF
Municipality	EAST LONDON T L C
Province	EASTERN CAPE
Township	EAST LONDON
Erf Number	[redacted]
Portion Number	0
Size	465 m²
Purchase Price	R 175 000,00

Defaults

Default 1 of 1

Account Number	[redacted]
Date Loaded	31/08/2016
Company Name	TRUWORTHS
Amount	R 2 073,00
Status Code	W - BAD DEBT WRITTEN OFF

Consumer Judgments

No information available

Consumer Sequestrations

No information available

Directorship(s)

Directorship 1 of 7

Company Name	FIRST READY DEVELOPMENT 398
Registration Number	2002/004721/08
Status	AR FINAL DEREGISTRATION
Type	NPC
Appointed Date	01/03/2002
Director Type	DIRECTOR
Membership	0

Directorship 2 of 7

Company Name	INKONZO ZOLUNTU
Registration Number	2001/012348/23
Status	AR FINAL DEREGISTRATION
Type	(CC)
Appointed Date	27/02/2001
Director Type	MEMBER
Membership	50

Directorship 3 of 7

Company Name	MASANTE MANAGEMENT CONSULTANTS
Registration Number	2000/063386/23
Status	AR FINAL DEREGISTRATION
Type	(CC)
Appointed Date	26/01/2001
Director Type	MEMBER
Membership	10

Directorship(s) (continued)

Directorship 4 of 7

Company Name	OSHER GLOBAL MANUFACTURERS
Registration Number	2014/055672/07
Status	IN BUSINESS
Type	(PTY) LTD
Appointed Date	23/02/2016
Director Type	DIRECTOR
Membership	0

Directorship 5 of 7

Company Name	OSHER GLOBAL MANUFACTURERS
Registration Number	2014/055672/07
Status	IN BUSINESS
Type	(PTY) LTD
Appointed Date	23/02/2016
Director Type	DIRECTOR
Membership	0

Directorship 6 of 7

Company Name	PROSPERO CONSULTING
Registration Number	2015/384562/07
Status	IN BUSINESS
Type	(PTY) LTD
Appointed Date	05/11/2015
Director Type	DIRECTOR
Membership	0

Directorship 7 of 7

Company Name	TOLUTOBS CONSULTANCY AND TRADING
Registration Number	2009/168422/23
Status	AR FINAL DEREGISTRATION
Type	(CC)
Appointed Date	06/09/2010
Director Type	MEMBER
Membership	50

Director Association(s)

Full Name	ID Number	Type	Status	Appointed	Membership

No information available

Company Current Properties

No information available

Company Previous Properties

No information available

Company Reputation

Plaintiff	Attorney	Type	Case No.	Court	Amount

No information available

Report Information

Date of Information	31/03/2017
Print Date	31/03/2017
Generated By	TANYA WILDEMAN
Reference	TANYA
Report Type	CSI PERSON REPORT (EMPTY FIELDS OMITTED)

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BITOU LOCAL MUNICIPALITY
RE-ADVERTISEMENT

All Applicants that previously applied for this position must re-apply.

Bitou Municipality is inviting applications for the following senior management vacancy from suitably qualified professionals;

POSITION:	**CHIEF FINANCIAL OFFICER**
TERM OF CONTRACT:	**5 Year Fixed Term Contract**
NOTICE NO:	29 / 2017
STATION:	Main Administrative Building, 4 Sewell Street Plettenberg Bay

A total remuneration package (in terms of Local Government: Upper limit of total remuneration packages payable to Managers directly accountable to the Municipal Manager) per annum may be offered subject to compliance with the minimum prescribed higher education qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competency framework for managers directly accountable to municipal managers. (Grade 3 Municipality)

The successful candidate will effectively manage the financial services of the municipality (budgeting, income, expenditure, activity-based costing, supply chain management and asset management) through the establishment, implementation and maintenance of a financial management strategy which achieve the Integrated Development Plan (IDP) objectives for the Municipality.

MINIMUM REQUIREMENTS: • A Postgraduate qualification in Accounting and or Finance at a NQF level 7 • Compliance with the Financial and Supply Chain Management Competency Areas as required in terms of GNR493 as published in Government Gazette No. 29967 of 15 June 2007 *(municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment)* • Minimum of seven (7) years relevant management experience at senior and middle management levels, of which at least 2 years must have been at senior management • Advanced knowledge of Local Government Municipal Finance Management Act (MFMA), National Treasury Regulations and other legislation applicable to Local Government, Generally Recognized Accounting Practice (GRAP) and key financial management/ governance standards and performance objectives • Proven successful institutional transformation with public or private sector • Advanced knowledge and understanding of relevant policy and legislation applicable to local government • Advanced understanding of institutional governance systems and performance management • Advanced understanding of council operations and financial delegations • Competencies as per GNR21, GG 37245 dated 17 January 2014 • Registration with the relevant professional body will be an added advantage • Advanced computer skills (MS Word, MS Excel, MS PowerPoint and MS Outlook) • Excellent communication skills in at least two of the three official languages of the Western Cape • A valid Code EB Driver's license.

COMPETENCIES: • Strategic leadership and human resource management strategic financial management, operation financial management, governance leadership, experience in financial management, financial and performance reporting, budgeting, revenue and expenditure management, borrowing, investments, working capital and cash flow management, change management, project management, legislation, policy and implementation, stakeholder relations, supply chain management, risk audit and assurance.

KEY RESPONSIBILITIES: • Develop, implement and manage strategic goals, polic procedures in alignment to the municipality's strategic objectives • Effectively manage fi services (budgeting, income, expenditure, activity-based costing, supply chain management) th the establishment, implementation and maintenance of a financial management strategy • Respons for the effective and efficient management of the Department • Liaise and interact with individua role players and agencies on Senior level in all three spheres of government • Assist and support th Accounting Officer with the roles and responsibilities delegated to the Chief Financial Officer • As CFO, ensure municipal financial viability through management and monitoring of all income and expenditure of the Municipality, safeguarding all assets, discharging liabilities of the Municipality and proper and diligent compliance with Municipal Financial Management Act and other prescripts

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal records will be verified. The candidates will be required to disclose all financial interests.

An **official application form applicable to Senior Managers** (available on the municipal website) must be completed and must be accompanied with a **covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's license** and the names of three contactable references from current and previous employers must be provided.

Applications must be posted to **Bitou Municipality, Private Bag X1002, Plettenberg Bay 6600** or hand delivered to the Human Resources Section, 4 Sewell Street, Plettenberg Bay 6600. For attention of the Municipal Manager; Mr. Thabo Ndlovu.

Applications forms are available on the Bitou website (www.bitou.gov.za);

For enquiries can contact the Manager: Human Resource Administration, Mrs. Venus Cunningham on 044 501 3081 during office hours.

PLEASE NOTE:

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. **ONLY** hard-copy applications will be considered. No electronic or faxed applications will be accepted.
3. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Please quote reference number.
5. Appointment is subjected to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Correspondence will be limited to shortlisted candidates only, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful. Bitou reserves the right not to make any appointments.

TC NDLOVU
MUNICIPAL MANAGER

CLOSING DATE: 06 MARCH 2017 at 14:00

University of Port Elizabeth

Universiteit van Port Elizabeth

This is to certify that, the requirements having been satisfied, the degree of

Hiermee word verklaar dat, nadat aan die vereistes voldoen is, die graad

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
2017 -03- 22
PLETTENBERG BAY
SOUTH AFRICAN POLICE SERVICE

Baccalaureus Artium

2017-03-22

has been conferred upon

toegeken is aan

DUMISANI ANDREWS MNWEBA

Vice-Chancellor / Vise-Kanselier

Registrar / Registrateur

Port Elizabeth
19 April 1997

REPUBLIC OF SOUTH AFRICA — REPUBLIEK VAN SUID-AFRIKA

Senior Certificate (Std 10)
Senior Sertifikaat (St. 10)

(National Senior Certificate Examination)
(Nasionale Senior Sertifikaateksamen)

Aggregate symbol (.....EE.....) Simbool vir gesamtotaal

2017 4th

AWARDED TO/TOEGEKEN AAN:

MNWEBA BUMESANI ANDREW

Identity No./Identiteitsnr. 8202264922-9 Exam. No/Eksamennr.

Subjects passed/Vakke geslaag	Symbol/Simbool
XHOSA H.G./XHOSA H.G.	B
AFRIKAANS SECOND LANGUAGE H.G./AFRIKAANS TWEEDE TAAL H.G.	B
ENGLISH S.G./ENGELS S.G.	E
BIOLOGY H.G./BIOLOGIE H.G.	E
HISTORY S.G./GESKIEDENIS S.G.	E
AGRICULTURAL SCIENCE S.G./LANDBOUKUNDE S.G.	E
AFRIKAANS ORAL/AFRIKAANS MONDELING	
ENGLISH ORAL/ENGELS MONDELING	

A: 80% and over/en bo; B: 70%–79%; C: 60%–69%; D: 50%–59%; E: 45%–49%;
EE: 40%–44%; F: 33⅓%–39%; G: 25%–33⅓%; H: 20%–24%; HE: 0%–19%.

Examinations Officer / Eksamenbeampte

Director-General: Education and Training / Direkteur-generaal: Onderwys en Opleiding

With effect from / Met ingang van 1/1/03

Issued without alteration or erasure/Uitgereik sonder verandering of uitwissing

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OO/ET 152 (h)

REPUBLIEK VAN SUID-AFRIKA — REPUBLIC OF SOUTH AFRICA

DEPARTEMENT VAN ONDERWYS EN OPLEIDING
DEPARTMENT OF EDUCATION AND TRAINING

2017 -03- 22
PLETTENBERG BA

SEKONDÊRE ONDERWYSERSDIPLOMA
SECONDARY TEACHERS' DIPLOMA

[DRIEJAARKURSUS (M+3)/THREE-YEAR COURSE (M+3)]

TOEGEKEN AAN — AWARDED TO

DUMISANI ANDREW MWEBA

IDENTITEITSNOMMER — IDENTITY NUMBER

[redacted]

KLAS — CLASS

TWEEDE : SECOND

2017/03/22

SPESIALISERINGSVAKKE	SPECIALISATION SUBJECTS	
AFRIKAANS	AFRIKAANS	D
BIOLOGIE	BIOLOGY	D

GRAADKURSUSSE/MODULES — DEGREE COURSES/MODULES

BYVAK(KE) — ANCILLARY SUBJECT(S)

L.O.EN ORG. VAN SPORT MUSIEK
...

PHYS.EDUC. AND ORG.OF SPORT MUSIC
...

B.W.Nel

Eksamenbeampte
Examinations officer

Direkteur-generaal: Onderwys en Opleiding
Director-General: Education and Training

Uitgereik met ingang van:
Issued with effect from: 01.01.1986

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Uitgereik sonder verandering of uitwissing/Issued without alteration or erasure

1986 -03- 04

Bitou

munisipaliteit umasipala municipality

to be the best together

Private Bag X 1002 Plettenberg Bay 6600
Tel+27 (0)44 501 3000 Fax +27 (0)44 533 3485

Sthembile Mqongwana
61256 Tambo Village
Kwa-Zakhele Site & Service
Port Elizabeth
6205

Dear Mr. Sthembile Mqongwana

APPOINTMENT: VIP/PROTECTION UNIT

I refer to your above and have pleasure in confirming that you have been appointed as an officer in our VIP/PROTECTION UNIT

Your particular attention is drawn to the following, which relates to your appointment.

DEPARTMENT	:	Office of the Executive Mayor
HEAD	:	Mr. AS Sakati
SECTION	:	VIP/Protection Unit
SALARY SCALE	:	R141 816 - R152 772
COMMENCING NOTCH	:	R145 368
COMMENCING DATE	:	March 1, 2008
TERMINATION DATE	:	January 31, 2013
Hours of Work	:	The nature of your job requires that you work flexible hours but not 40 hours per week.
Stand-by Allowance	:	You are entitled to a monthly stand-by allowance of R1000
Overtime	:	You shall be required to work overtime from time to time which overtime shall not exceed 15 hours per month.
ANNUAL BONUS	:	You will receive an annual bonus equivalent to one month's pay at the end of November subject to the following Conditions: A pro-rata

Medical Aid Fund, Including Medical Benefits	:	Compulsory membership
Group Life Scheme	:	Compulsory membership

The Standard Housing Subsidy Scheme is also available in the event of building or purchasing a dwelling based on a maximum of R85 000-00.

Leave	:	24 working days on full pay.
Sick Leave	:	80 working days on full pay in a 3 year cycle of 3 years.

Your appointment is subject to the Uniform Conditions of Services, a copy of which will be made available to you upon commencement of duties.

Given your job specification, a dress code is compulsory. In this regard, the Municipality will provide you with appropriate clothing.

You will also participate in the municipality's cell phone allowance to the all inclusive monthly cost of R450.

Your salary will be paid on the 25th day of each month, in a bank account of your choice. You salary will only be paid into an existing savings or cheque account of your choice.

Permanent appointment is subject to satisfactory completion of a 6-month probationary period. You will be provided with a written letter of confirmation, upon the successful completion of the probation period.

Termination of service, in the case of employees with more than one year service both parties require one calendar month, written notice when terminating services. A shorter

period from employees with less than one year service is required, according to the Law on Basic Service Conditions.

A notice period may be reduced or disregarded, according to mutual agreements by both parties.

Please note that the following documentation must be handed in with your appointment:

- Certified copy of Identification document
- Bank details (letter from bank confirming banking details)

I trust that the foregoing sufficiently details your appointment to the new position and also takes the opportunity to congratulate you in your appointment.

MR TM NQOLO:
ACTING MUNICIPAL MANAGER

February 21, 2008

CHIEF FINANCIAL OFFICER

Terms Accepted

Mr. Sthembile Mqongwana

26/02/2008
Date

Bitou
munisipaliteit umasipala municipality
to be the best together
Private Bag X 1002 Plettenberg Bay 6600
Tel+27 (0)44 501 3000 Fax +27 (0)44 533 3485

4/3/2/1/1 29 June 2009

Mr. Sthembile Mqongwana
61256 Tambo Village
KWa-Zakhele Site & Service
Port Elizabeth
6205

Dear Mr. S Mqongwana

APPOINTMENT:VIP/PROTECTION UNIT OFFICER

I have pleasure in confirming you permanent appointment in the position of **VIP/PROTECTION UNIT OFFICER.**

Your particular attention is drawn to the following, which relates to your appointment.

DEPARTMENT	:	Office of the Executive Mayor
HEAD	:	Mr. AS SAKATI
SECTION	:	VIP/Protection Unit
SALARY SCALE	:	R 153 588 – R 165 456
COMMENCING NOTCH	:	R 161 400 - 000
COMMENCEMENT DATE	:	01 July 2009
HOURS OF WORK	:	The nature of your job requires that you work flexible hours but not 40 hours per week.
STAND-BY ALLOWANCE	:	You are entitled to a monthly standby allowance of R 1000.00
OVERTIME	:	You shall be required to work overtime from time to time which overtime shall not exceed 15 hours per month.
ANNUAL BONUS	:	You will receive an annual bonus equivalent to one month's pay at the end of November subject to the following conditions: A pro-rata bonus is payable in

In addition to the foregoing, the following fringe benefits are also applicable:

Pension Scheme	:	Compulsory membership
Medical Aid Fund, including Medical Benefits	:	Compulsory membership
Group Life Scheme	:	Compulsory membership

The Standard Housing Subsidy Scheme is also available in the event of building or purchasing a dwelling based on a maximum of R85 000-00.

Leave	:	24 working days on full pay.
Sick Leave	:	80 working days on full pay in a 3 year cycle of 3 years.

Your appointment is subject to the Uniform Conditions of Services, a copy of which will be made available to you upon commencement of duties.

Given the job specification, a dress code is compulsory. In this regard, the Municipality will provide you with appropriate clothing .

You will also receive a cell phone allowance in the amount of R 450.00.

Your salary will be paid on the 25th day of each month, in a bank account of your choice. Your salary will only be paid into an existing savings or cheque account of your choice.

Termination of service, in the case of employees with more than one year service both parties require one calendar month, written notice when terminating services. A shorter period from

employees with less that one year service is required, according to the Law on Basic Service Conditions.

A notice period may be reduced or disregarded, according to mutual agreements by both parties.

The employee's service period ends when a retirement age of 65 years is reached.

Please note that the following documentation must be handed in with your appointment:

- Certified copy of Identification document
- Bank details (letter from bank confirming banking details)
- Certified copies of all your qualifications

I trust that the foregoing sufficiently details your appointment and also take the opportunity of welcoming you in the service of the Municipality.

MR LMR NGOQO
MUNICIPAL MANAGER

MR S MOONGWANA

INTERNAL MEMORANDUM

TO:	**SENIOR MANAGER PUBLIC SAFETY**	**MR. A. SAKATI**
FROM:	**ACTING CHIEF LAW ENFORCEMENT**	**MR. S. VANDALA**
DATE:	**25th NOVEMBER 2015**	
SUBJECT:	**DESERTING OF DUTIES: SNR INSP MQONGWANA**	

This serves to request salary deductions from Senior Inspector Mqongwana as he has deserted his duties, from 10ham until 16h30.

Officer Mqongwana is employed as a Senior Inspector in the Law Enforcement Section under Public Safety. On the 24th of November 2015 at about 13h50 S/Inspector Mqongwana was contacted on his Mobile phone to ask his where about and to further give him task to perform, the S/Insp Mqongwana failed to respond to respond and the message was left on his phone which he failed to respond to also.
On the 25th November 2015 at about 08h30 the Member was called and was asked at the presence of two witnesses of the reason of not taking or responding to calls, the member inform me that he is doing it deliberately as we have taken his cell phone allowance.

I have tried to inform the member that the instructions remains the same and he need to adhere to them until they are changed. The member informed me that he is not going to adhere to any instructions.

It is for the above reasons that it is recommended that the must be a salary deductions from Mr. Mqongwana starting from 10h00 in the morning until 16h30 in the afternoon.

Regards,

S. VANDALA
ACTING CHIEF LAW ENFORCEMENT

The Acting Executive Manager.
Please See to It that the nexcessery Steps are taken and, Explore the Charges of ① Insubordination, ② Failure to adhere to lawful Instruction. ③ Bringing the department in disrepute ④ More Performance

2015/11/25
SAKATI

ANDILE SAKATI
MANAGER PUBLIC SAFETY
GREATER GIYANI MUNICIPALITY
2015 -11- 25
Tel: 015 811 3240
Email: asakati@plett.gov.za

INTERNAL MEMORANDUM

TO: MUNICIPAL MANAGER
HEAD: CORPORATE SERVICES
SENIOR MANAGER: HUMAN RESOURCES
MANAGER: HR ADMINISTRATION

FROM: ASSISTANT LABOUR RELATIONS OFFICER

DATE: 14 September 2017

SUBJECT: TEMPORARY APPOINTMENT (LABOUR RELATIONS OFFICER)

Purpose

To temporary appoint an investigator/initiator to manage high profile sensitive disciplinary cases in the current vacant position of Labour Relations Officer.

Background

The labour relations office has receiving a number of allegations that are very serious and levelled against officials in the political office.

A number of appointments have been made to ensure that these allegations are dealt with, the appointments were made to people that are capable and that have been capacitated to deal with disciplinary cases internally. These attempts were all fruitless as all employees that were appointed to deal with these serious sensitive allegations were reluctant to deal with the matters siting various understandable reasons.

An option of using employees from other municipality has surfaced, however due to the time one need to invest in conducting the investigation and leading evidence in the disciplinary hearing will not allow an employee from another municipality to investigate the matters. Even though it will not be a problem to get someone who will preside/chair over the matters from other Municipalities.

IT IS THEREFORE RECOMMENDED:

- That an external appointment be made to deal with the urgent serious sensitive matters.
- That the appointment be made for a period not exceeding three months.

COMMENTS: HUMAN RESOURCES

The post of Labour Relations officer is currently vacant as per the approved Organizational Structure; The Post was evaluated on a T11.
Request for Temporary Appointment in the Post of Labour Relations officer is supported.

14/09/2017.

VENUS CUNNINGHAM
MANAGER: HR ADMINISTRATION

COMMENTS: HUMAN RESOURCES

The request is supported as HR has many DC cases currently underway. The post is vacant on approve structure.

14/09/2017

TANYA WILDEMAN
SENIOR MANAGER: HUMAN RESOURCES

COMMENTS: BUDGET AND TREASURY OFFICES

The Position is Budgeted on T11.

B. Kora

PEDRO PETERS
[redacted] MANAGER: BUDGET AND TREASURY

SUPPORTED / ~~NOT SUPPORT~~

Supported.

V MBELANI
HEAD: CORPORATE SERVICES

APPROVED / NOT APPROVED

TC NDLOVU
MUNICIPAL MANAGER

20/9/2017