



DIRECTORATE: HUMAN SETTLEMENTS SERVICES

CLERK OF WORKS – HOUSING PROJECTS

WC0440853

REF: HUM T11 01/10/17

SALARY SCALE: R242 016 – R314 160 per annum T11

REQUIREMENTS:

- Appropriate Diploma or Degree in the Building Industry or equivalent qualification.
- Five (5) years extensive proven working experience in the Building environment.
- Proven Project Management experience.
- Computer Literacy.
- Good interpersonal, sound verbal and written communication skills.
- Must have a valid Code B drivers licence.
- Must be able to work independently.

DUTIES:

- Conduct all building inspections at low cost housing projects, crèches, community halls and any other building projects.
- To interact with contractors during implementation of various projects.
- Ensure efficient and effective co-ordination w.r.t. the construction of houses and relevant projects.
- Conduct technical inspections at various projects.
- Implement quality control.
- Render and provide technical advice to management and other stake-holders.
- Responsible for the planning, organising and management of all day to day project related activities.
- Drafting of building plans for upgrading purposes.

ENQUIRIES: Mr E Herandien (044) 801 9192

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under –represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York street, George. Please address your application to: The Deputy Director: Human Resources, PO Box 19, George, 6530 or via e-mail: HRAdmin@george.org.za

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 24 NOVEMBER 2017



DIREKTORAAT: MENSLIKE NEDERSETTING DIENSTE

KLERK VAN WERKE – BEHUISSING PROJEKTE

WC0440853

VERW: HUM T11 01/10/17

SALARISSKAAL: R242 016 – R314 160 per jaar T11

VEREISTES:

- Toepaslike Diploma of Graad in die boubedryf of gelykstaande kwalifikasie.
- Vyf (5) Jaar toepaslike werksondervinding in die boubedryf.
- Bewese Projekbestuurs vaardighede.
- Rekenaargeletterdheid.
- Goeie interpersoonlike, skryf en praat kommunikasie vaardighede.
- Moet beskik oor 'n geldige Kode B bestuurderslisensie.
- Vermoë om onafhanklik te kan werk.

PLIGTE:

- Uitvoer van alle bouinspeksies by laekoste behuissingsprojekte, kleuterskole, gemeenskapsale en enige ander bou projekte.
- Skakel met kontrakteurs tydens die implimentering van verskeie projekte.
- Verseker effektiewe koördinering t.o.v die konstruksie van huise en relevante projekte.
- Voer tegniese inspeksies by verskeie projekte uit.
- Implimenteer kwaliteit beheer.
- Verskaf en voorsien tegniese advies aan bestuur en ander rolspelers.
- Verantwoordelik vir die beplanning, organisering en bestuur van alle dag tot dag projek verwante aktiwiteite.
- Opstel van bouplanne vir opgradering doeleindes.

NAVRAE: Mnr E Herandien (044) 801 9192

Die Raad oorweeg alle aansoeke in terme van sy diensbillikeidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/ondervteenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV, dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burgersentrum, Yorkstraat, George. Rig u aansoek aan: Adjunk Direkteur: Menslike Hulpbronne, Posbus 19, George, 6530 of per e-pos: HRAdmin@george.org.za

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks of e-pos sal nie aanvaar word nie.

Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

DIE RAAD BEHOU DIE REG OM NIE 'N AANSTELLING TE MAAK

SLUITINGSDATUM: 24 NOVEMBER 2017