



DIRECTORATE: CIVIL ENGINEERING SERVICES

SENIOR ADMINISTRATOR PROJECTS

REF: CIV T11 03/01/22

WC0442276

SALARY SCALE: R 303 288 – R393 696 per annum T11

REQUIREMENTS:

- National Diploma or College certificate in Administration NQF level 5 / 6
- Advanced knowledge of the following office programmes: MS Word, MS Excel and MS Power Point
- Code EB Drivers' license
- 1 Year relevant experience
- Ability to communicate in at least two of the official languages of the Western Cape

SPECIAL CONDITIONS ATTACHED TO THE POST

- Strong administration skills
- Good human relations, interpersonal, written and verbal communication skills
- Ability to give attention to detail and work under pressure
- High level of responsibility
- Ability to maintain confidentiality
- Working knowledge of local government prescripts as it relates to powers and functions of the PMU Manager
- Must work overtime, attend meetings after normal office hours when required
- It is imperative that the reporting deadlines of the MIG MIS System, Local, Provincial and National departments are adhered to

DUTIES:

- Ensure that all administrative processes regarding projects are carried out and requirements complied with
- Ensure that statistical data and information on contracts and projects is made available and accurately interpreted through the provision of adequate and clear reporting
- Ensure that administrative, departmental and municipal procedures and guidelines are applied and complied with in all transactions, activities and sequences associated project management
- Ensure that information and records detailing project implementation are updated, maintained and made available to support departmental planning and decision – making processes
- Ensure that support is made available to enable accomplishment of services delivery objectives and standards
- Ensure that the post responsibilities regarding interaction and liaison are efficiently executed

ENQUIRIES: MS L MOOIMAN (044 - 801 9353)

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 or www.george.gov.za . Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: recruitment@george.gov.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 have not been contacted 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: 11 FEBRUARY 2022



DIREKTORAAT: SIVIELE INGENIEURSDIENSTE

SENIOR ADMINISTRATEUR: PROJEKTE

WC0442276

VERW: CIV T11 03/01/22

SALARIS SKAAL: R303 288 – R393 696 per jaar T11

VEREISTES:

- Nasionale Diploma of Kollege Sertifikaat in Administrasie NQF Vlak 5/6
- Gevorderde kennis van die volgende kantoorprogramme: MS Word, MS Excel en MS Power Point
- Kode EB-bestuurderslisensie
- 1 Jaar relevante ervaring
- Vermoë om in ten minste twee van die amptelike tale van die Weskaap te kommunikeer

SPESIALE VOORWAARDES VERWANT AAND DIE POS:

- Sterk administratiewe vaardighede
- Goeie menseverhoudings, interpersoonlike en verbale kommunikasie vaardighede
- Vermoë om aandag te gee en moet onder druk kan werk
- Hoë vlak van verantwoordelikheid
- Vermoë om konfidensialiteit te handhaaf
- Moet oortyd werk, vergadering bywoon na ure wanneer benodig word
- Werkskennis van voorskrifte van plaaslike owerhede wat betref die bevoegdhede en funksies van die PMU-bestuurder
- Dit is noodsaaklik dat die sperdatums van die MIG MIS-stelsel, plaaslike, provinsiale en nasionale departemente nagekom word

PLIGTE:

- Verseker dat alle administratiewe prosesse rakende projekte uitgevoer word en aan die vereistes voldoen word
- Verseker dat statistiese data en inligting oor kontrakte en projekte beskikbaar gestel word en akkuraat geïnterpreteer word deur voldoende en duidelike verslaggewing te verskaf
- Verseker dat administratiewe, departementele en munisipale prosedures en riglyne toegepas word en nagekom word in alle transaksies, aktiwiteite en volgorde wat verband hou met projekbestuur
- Verseker dat inligting en rekords wat die implementering van die projek uiteensit, opgedateer, onderhou en beskikbaar gestel word om departementele beplanning en besluitnemingsprosesse te ondersteun
- Verseker dat ondersteuning beskikbaar gestel word om doelwitte en standaarde vir dienslewering te bereik
- Verseker dat die posverantwoordelikhede rakende interaksie en skakeling doeltreffend uitgevoer word

NAVRAE: MS L MOOIMAN (044 - 801 9353)

Die Raad oorweeg alle aansoeke in terme van sy diensbillikheidsplan, 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 en dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burger Sentrum, Yorkstraat, George of www.george.gov.za by Vakatures. Rig u aansoek aan: Die Senior Bestuurder, Menslike Hulpbronne, Posbus 19, George, 6530 of via e-pos: recruitment@george.gov.za

Let wel: Heg asseblief gesertifiseerde afskrifte van hoogste opvoedkundige kwalifikasies aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.**

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitingsdatum gekontak is nie, kan u aanvaar dat u aansoek onsuksesvol was.

**DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK
SLUITINGSDATUM: 11 FEBRUARIE 2022**