

## INTERNAL CIRCULATION

### **DIRECTORATE CORPORATE SERVICES RECEPTIONIST – GEORGE - PERMANENT**

**WC0440738**

**REF: 2400695**

**SALARY SCALE: R132 960 – R171 744 (T5)**

#### REQUIREMENTS:

- Grade 12
- Computer Literacy
- 0-2 years' experience
- Ability to communicate in at least two of the three official languages of the Western Cape.

#### COMPETENCIES:

- *Core Professional Competencies:* Written Communication, Oral Communication, Attention to detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
- *Functional Competencies:* Business Processes, Use of Technology, Data Processing and Analysis.
- *Public Service Orientation Competencies:* Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- *Personal Competencies:* Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning Orientation.
- *Management/Leadership Competencies:* Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

#### KEY PERFORMANCE AREAS:

- Attend to telephone calls and visitors to the Directorate.
- Establish nature of visit and direct request to appropriate personnel.
- Record details of enquiries and / or messages on the absence of personnel and forwarding for attention
- Arrange appointments with relevant Administrative Offices if they are not available.
- Administrative functions and ensure accurate record keeping
- Deal with all confidential matters in line with the POPIA Act

#### SPECIAL CONDITIONS:

- Good communication skills
- Good interpersonal skills
- Telephone etiquette
- Professionalism

**PROBATION PERIOD: 6 months**

**ENQUIRIES:** MR. T CRAAK (044 801 9388)

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 and covering letter with an application form obtainable from the HR Office, Civic Centre, York Street, George or [www.george.gov.za](http://www.george.gov.za) at Vacancies. Please address your application to: The Senior Manager Human Resources, PO Box 19, George 6530 or via e-mail: [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Note: Please attach certified copies of highest educational qualifications. **State clearly on your application the reference number and post for which you are applying.** **The email Subject Line should display this information.**

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you have not heard from us 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: 26 OCTOBER 2022**

**COLLAB REFERENCE: 2412236**

# VACANCY UMSEBENZI



## SIJIKELEZISWA NGAPHAKATHI

**ICANDELO LOLAWULO IINKONZO ZEQUMRHU**

**UMAMKELI – GEORGE- NGOKUSISIGXINA**

**WC0440738**

**REF: 2400695**

**INQANABA LOMVUZO: R132 960 – R171 744 (T5)**

### IIMFUNKO:

- Ibanga le- 12
- Ulwazi lwekhompyutha
- 0-2 Iminyaka yamava
- Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini kwezintathu ezisemthethweni zaseNtshona-Koloni.

### UBUCHULE:

- *Izakhono zobungcali ezingundoqo: Unxibelelwano olubhaliweyo, Unxibelelwano lomlomo, Ingqalelo kwinkcukacha, Impembelelo, Iindlela zokuziphatha kunye nobuNgcali, Ulwazi lombutho, ukusombulula ingxaki, uCwangciso noLungiselelo.*
- *Ubuchule bokusebenza: linkqubo zoshishiso, Ukusebenzisa itekhnoloji, Ukusetyenziswa koLwazi kunye noHlaluty.*
- *ubuchule bokuqhelaniswa nenkonzo zoluNtu: Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa noNikezelo lweenkonzo, Ukuqhelaniswa nabathengi kunye nokugxila kubathengi.*
- *Ubuchule bomntu: Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Izakhono zokuqonda, uqhelaniso lokufunda.*
- *Ubuchule boLawulo/bobunkokheli: Impembelelo nefuthe, Ukuqhelaniswa neqela, Ukubeka umkhomba ndlela, Uqeqesho nokuthantamisa.*

### INDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukuhoya iminxeba neendwendwe zeCandelo loLawulo.
- Ukufumanisa ngohlobo lotyelelo kunye nesicelo esithe ngqo kubasebenzi abafanelekileyo.
- Ukushicilela iinkcukacha zemibuzo kunye/okanye nemiyalezo yokungabikho kwabasebenzi nokuthunyelwa kwayo ukuze iqwalaselwe
- Ukulungiselela amadinga naMagosa oLawulo afanelekileyo ukuba awafumaneki.
- Imisebenzi yolawulo nokuqinisekisa ukugcinwa kwerekhodi ngokuchanekileyo
- Ukujongana nayo yonke imicimbi eyimfihlo ngokuhambelana noMthetho wePOPIA

### IMIQATHANGO EYODWA:

- Izakhono ezifanelekileyo zokunxibelelana
- Izakhono ezifanelekileyo zokusebenzisana nabanye
- Indlela yokuziphatha efowunini
- Ubungcali

**IXESHA LOKULINGWA:** iinyanga ezi-6

**IMIBUZO:** MNU. T CRAAK (044 801 9388)

iBhunga liya kuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintshokukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukurhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

Ukuba uyazanelisa iimfuneko, thumela iCV, incwadi ehamba nencwadi yesicelo kunye nefomu yesicelo egcwalisiweyo efumaneka kwi-ofisi yakwaHR, Civic Centre, eYork Street, eGeorge okanye kwa[www.george.gov.za](http://www.george.gov.za) at Vacancies. Nceda thumela isicelo sakho ku: The Manager Human Resources, PO Box 19, George, 6530 okanye ngeimeyili: [recruitment@george.gov.za](mailto:recruitment@george.gov.za).

Qaphela: Nceda uqhoboshele iikopi eziqinisekisiweyo zezona ziqinisekiso zemfundo ephakamileyo. **Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso.** **Umga weSihloko se-imeyili kumele ubonise olu lwazi.**

Isithuba ngasinye masibe kwifomu yesicelo eyahlukileyo. Izicelo ezifike emva kwexesha elililo okanye ezithunyelwe ngefeksi okanye nge-imeyile aziyi kwamkelwa.

Ukuba awumenywanga kudliwano-ndlebe phakathi kweenyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga

**IBHUNGA LIGCINA ILUNGELO LOKUNGAQESHI**

**UMHLA WOKUVALWA: 21 EYEDWARHA 2022**

**IREFERENSI KACOLLAB: 2412236**