

**INTERNAL CIRCULATION ONLY**

**SCM Principal Clerk (x2) - George - Permanent  
Financial Services**

**WC044FSSC3411, WC044FSSC3413**

**REFERENCE: 2331992**

**SALARY: R 188 832 - R 245 100 per annum (T7)**

**REQUIREMENTS:**

Grade 12

Computer literacy: MS Office

2-5 years of relevant experience performing specific tasks required an understanding of administrative procedures and/or clerical applications

**COMPETENCIES:**

Core Professional Competencies: Oral and Written Communication, Attention to Detail, Influencing, Ethical and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising

Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis

Public Service Orientation Competencies: Interpersonal Relationships and Communication, Service Delivery Orientation, Client Orientation and Customer Focus, 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:**

Institutional requirements

Demand Management

Logistic Management

Acquisition Management

Respond to internal and external enquiries

**SPECIAL CONDITIONS:**

The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Must be able to communicate in 2 of the 3 official languages of the Western Cape

Must have good inter personal skills

Must be able to deal with work pressure

Must have good communication skills

Must be able to meet deadlines

Must lay claim to detail and work independently

Must be able to take initiative in executing work sequences

High level of integrity, responsibility and confidentiality

Excellent organizational and administrative skills

Accurate record keeping and reporting

Computer literacy is essential in MS-OFFICE application.

# VACANCY VAKATURE



Knowledge of municipal government and administration, statutory and regulatory environment.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Mr. S.A. Mabuto (044 - 801 9522)

**Application forms and further information:**

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, 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 from the Municipal Web site. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: [recruitment@george.gov.za](mailto: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. The email Subject Line should display this information.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks. On Appointment all candidates will need to sign an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest. Application form can be downloaded from the George Municipality Website

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.

**THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT**

**CLOSING DATE: 2022-12-12**

**COLLAB REFERENCE: 2344513**

# VACANCY VAKATURE



## SIJKELELZISWA NGAPHAKATHI KUPHELA

### **Unobhala oyiNtloko weSCM (x2) - George – Ngokusisigxina Iinkonzo zeMali WC044FSSC3411, WC044FSSC3413 IREFERENSI: 2331992**

**UMVUZO: R 188 832 - R 245 100 ngonyaka (T7)**

#### **IIMFUNeko:**

Ibanga le-12

Ulwazi lwekhompyutha: MS Office

Amava afanelekileyo eminyaka emi-2-5 okwenza imisebenzi ethile efunekayo ukuqonda iinkqubo zolawulo kunye / okanye izicelo zikanobhala

#### **UBUCHULE:**

Izakhono zobuchule ezingundoqo: Unxibelelwano loMlomo noluBhaliweyo, Ingqalelo kwinkcukacha, Ifuthe, Imigaqo yokuziphatha ngokusesikweni kunye nobungcali, Ulwazi loMbutho, Ukusombulula iNgcaki, uCwangciso noLungiselelo Ubuchule bokusebenza: Iinkqubo zoshishino, Ukusetyenziswa kwetekhnoloji, ukuSetyenziswa koLwazi & noHlalutyo Ubugcisa bokuqhelaniswa neenkonzo zoLuNtu: Ubudlelwane phakathi kwabantu noNxibelelwano, Ukuqhelaniswa nonikezelo lweenkonzo, ukuqhelaniswa nabathengi nokugxila kubathengi, ukuqhelaniswa neNyathelo, ukomelela, Ukulungela inguqu, izakhono lokufunda

Ubuchule boLawulo / bobuNkokheli: Impembelelo nefuthe, Ukuqhelaniswa neqela, ukubeka umkhomba ndlela, uqeqesho nokuthantamisa

#### **IINDAWO EZINGUNDOQO ZOKUSEBENZA:**

Iimfuneko zeziko

Ulawulo lwebango

Ulawulo lolungiselelo

Ulawulo lokufumana

Ukuphendula kwimibuzo yangaphakathi neyangaphandle

#### **IMIQATHANGO EYODWA:**

Imisebenzi edweliswe kule nkcazo yomsebenzi ayiphelelanga, kwaye umqeshi unelungelo lokuyalela umsebenzi nangaliphi na ixesha ukuba enze imisebenzi eyongezelelweyo okanye uxanduva oluwela ngokufanelekileyo kwinkcazo yomsebenzi, okanye ngokuhambelana neemfuno zokusebenza

Kufuneka ukwazi ukunxibelelana ngeelwimi ezi-2 kwezi-3 ezisemthethweni zaseNtshona-Koloni

Kufuneka ube nezakhono ezifanelekileyo zokusebenzisana nabanye abantu

Kufuneka ukwazi ukumelana noxinzelelo lomsebenzi

Kufuneka ube nezakhono ezifanelekileyo zoxibelelwano

Kufuneka ukwazi ukuhlangabezana nemihla ebekiweyo

Kufuneka ufake ibango kwaye usebenze ngokuzimeleyo

Kufuneka ukwazi ukuthabatha inyathelo lokuqala ekwenzeni ulandelelwano lomsebenzi

Inqanaba eliphezulu lemfezeko, uxanduva kunye nemfihlo

Izakhono ezigqwesileyo zombutho kunye nezolawulo

Ukugcinwa kwerekhodi ngokuchanekileyo kunye nokunikezela ngengxelo

Ulwazi lwekhompyutha lubalulekile kwisixhobo sokusebenza seMs Office

# VACANCY VAKATURE



Ulwazi ngorhulumente kamasipala kunye nolawulo, ubume bemeko yasemthethweni nokulawula.

**IXESHA LOKULINGWA:** 6 iinyanga

**IMIBUZO:** Mnu. S.A. Mabuto (044 - 801 9522)

**lifomu zezicelo kunye nolwazi oluthe vetshe:**

uMasipala waseGeorge uya kuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintsho kukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukuhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

Ukuba uyazanelisa iimfuneko, thumela iCV, incwadi ehamba nesicelo kunye nefomu yesicelo egcwalisiweyo efumaneka kwi-ofisi yakwaHR, Civic Centre, eYork Street, eGeorge, okanye evela kwiWebhusayithi kaMasipala. 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).

Nceda uqaphele: Nceda uqhoboshele iikopi eziqinisekisiweyo zezona ziqinisekiso zemfundo ziphakamileyo okanye iziqinisekiso ezifanelekileyo ngokweemfuno zomsebenzi. **Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso. Umgca weSihloko se-imeyili kufuneka ubonise olu lwazi.** Isicelo sakho siya kuxhomekeka kungqinisiso lweziqinisekiso kunye nokuhlolwa kwamatyala kunye nolwaphulo-mthetho. Ekuqeshweni bonke abagqatswa kuya kufuneka basayine imvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo nomdla. Ifomu yesicelo inokukhutshelwa kwiwebhusayithi kaMasipala waseGeorge

Izicelo ezifike emva kwexesha okanye ezithunyelwe ngefeksi aziyi kwamkelwa

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

**UMASIPALA WASEGEORGE UGCINA ILUNGelo LOKUNGAQESHI**

**UMHLA WOKUVALWA: 2022-12-12**

**IREFERENSI KACOLLAB: 2344513**