

ERRATUM:

Please note:

**This advertisement replaces the previous one that was sent out on 23 January 2023 on Collaborator.
Closing date will remain the same 03 February 2022.
Applicants who already submitted their applications need not to re-apply.**

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

**POST DESIGNATION: EXECUTIVE SUPPORT OFFICER (OFFICE OF THE SPEAKER) – FIXED TERM CONTRACT
(CONTRACT LINKED TO THE TERM OF THE SPEAKER)**

REF: 2477475

Salary : R318 144 – R412 992 T11 per annum

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent qualification (NQF Level 4)
- Secretarial certificate
- Computer Literacy: MS Office
- Minimum 5 years relevant experience with supervisory experience

COMPETENCIES:

- Oral and written communication
- Attention to detail
- Ethics And Professionalism
- Organisational Awareness
- Problem solving
- Planning and Organising
- Use of Technology
- Data Processing & Analysis
- Interpersonal Relationships
- Service Delivery Orientation
- Client Orientation and Customer Focus
- Resilience
- Impact and Influence
- Team Orientation
- Direction Setting
- Coaching and Mentoring

KEY PERFORMANCE AREAS:

- To assist the Speaker in positioning themselves as political leaders of Council
- To ensure that all the matters requiring the attention of the Speaker are dealt with according to urgency and schedule
- To ensure that Councillors are kept well-informed and assisted with arrangements, both locally and whilst out of town
- To provide a professional office support service to the Speaker in the management of Key Performance Indicators and to ensure the smooth flow and functionality of responsibilities and commitments attached to the post
- To provide a total support in order to ensure a fully functional information and operational system needed to keep up the professional standard of the political office
- To ensure that information is exchanged, and that proper time management is affected with the Councillors

- In order to build professional relationships over a wide spectrum to enhance the image of Council in a professional context
- To perform secretarial duties in a professional manner and to ensure that a hands-on approach is followed
- To ensure that appointments are scheduled correctly and that the relevant documentation is available for the meetings
- To ensure that guests are received and treated in a professional and courteous manner
- To emphasize the mental strength and professional capabilities the incumbent must possess in order to function efficiently

SPECIAL CONDITIONS:

- Must be willing to work abnormal hours
- Must have regard for customer needs and meeting quality standards for services
- Must have a high level of integrity and ability to handle confidential information
- Must have good listening and interpersonal skills
- Must be tactful, assertive and responsible
- Must have excellent administrative and organizational skills
- Must be able to do independent research for information
- Must be able to apply initiative and take decisions
- Must be willing to work under pressure and meet deadlines and specific time frames
- Must have a working knowledge of all protocol issues applicable to both national and international dignitaries
- Above average typing abilities
- Willingness to learn and adapt to changing circumstances
- Ability to communicate in at least 2 of the 3 official languages of the Western Cape

ENQUIRIES: MR E GANZA (044 – 801 9180)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before 03 February 2023 at 12:00. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing of Councillors.**
- 3. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/underrepresented groups.

CLOSING DATE: 03/02/2023

ISIPHOSISO EKUSHICELELENI:

Nceda qaphela:

Esi simemo-ntengiso sithatha indawo yesangaphambili ebesithunyelwe ngama-23 eyoMqungu 2023 kwiCollaborator.

Umhla wokuvala uya kuhlala unjalo ngowesi-03 eyoMdumba 2022.

Abafaki-zicelo abasele bezingenisile izicelo zabo akukho mfuneko yokuba bafake izicelo ngokutsha

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEQUMRHU

**IGAMA LESITHUBA: IGOSA LENKXASO YESIGQEBA (I-OFISI KASOMLOMO) ISIVUMELWANO SEXESHA
ELIMISELWEYO (ISIVUMELWANO ESINGQANYANISWE NEXESHA LIKASOMLOMO)**

REF: 2477475

Umvuzo : R 318 144 – R412 992 T11 ngonyaka

IIMFUNeko EZINCINANE:

- Inqanaba lesi-4 leNQF
- Isiqinisekiso sikaNobhala
- Ulwazi lweKhompyutha: MS Office
- Amava afanelekileyo eminyaka emi-5 ubuncinane kunye namava okongamela

UBUCHULE:

- Unxibelelwano oluBhaliweyo noloMlomo
- Ingqalelo kwiiNkcukacha
- Iindlela zokuziphatha ezisesikweni kunye noBungcali
- Ulwazi loMbutho
- Ukusombulula Ingxaki
- Ucwangciso noLungiselelo
- Ukusetyenziswa kweTekhinoloji
- Ukusetyenzwa koLwazi & noHlalutyo
- Ubudlelwane phakathi kwaBantu
- Ukuqhelaniswa noNikezelo lweeNkonzo
- Ukuqhelaniswa naBaxumi nokugxila kuBathengi
- Ukomelela
- Impembelelo kunye neFuthe
- Ukuqhelaniswa neQela
- Ukubeka uMkhombandlela
- Ukuqeqesha kunye nokuThantamisa

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukuncedisa uSomlomo ekubekweni kwabo njengeenkokeli zezopolitiko zeBhunga
- Ukuqinisekisa ukuba yonke imiba efuna ingqwalasela kaSomlomo iphathwa ngokungxamisekileyo nangeshedyuli

- Ukuqinisekisa ukuba yonke imiba efuna ingqwalasela yeSithethi iphathwa ngokungxamisekileyo nangokwesicwangciso-nkqubo
- Ukuqinisekisa ukuba ooCeba bagcinwa benolwazi kwaye bayancediswa ngamalungiselelo, asekhaya naxa bengaphandle kwedolophu.
- Ukubonelela ngenkonzo yenkxaso ye-ofisi yobungcali kuSomlomo kulawulo lweZalathisi zeNtsebenzo eziPhambili kunye nokuqinisekisa ukuhamba kakuhle nokusebenza kakuhle koxanduva nezibophelelo ezinxulumene nesithuba.
- Ukubonelela ngenkxaso epheleleyo ukuze kuqinisekiswa ulwazi olusebenza ngokupheleleyo kunye nenkqubo yokusebenza efunekayo ukugcina umgangatho wobuchule we-ofisi yezopolitiko.
- Ukuqinisekisa ukuba ulwazi kutshintshiselwana ngalo, kwaye nolawulo olufanelekileyo lwexesha luyaqaliswa kunye nooCeba
- Ukuze kwakhiwe ubudlelwane bobuchule kuluhlu olubanzi ukomeleza umfanekiso weBhunga kwimeko yobuchule
- Ukwenza imisebenzi yobunobhala ngendlela yobuchule nokuqinisekisa ukuba kulandelwa indlela yokusebenza ngokwakho
- Ukuqinisekisa ukuba amadinga acwangciswe ngokuchanekileyo kwaye amaxwebhu afanelekileyo ayafumaneka kwiintlanganiso
- Ukuqinisekisa ukuba iindwendwe zamkelwa kwaye ziphathwa ngendlela yobuchule nendilekileyo
- Ukugxininisa amandla engqondo kunye nobuchule bomsebenzi umgqatswa kufuneka abe nawo ukuze asebenze ngokufanelekileyo

IMIQATHANGO EYODWA:

- Kufuneka uzimisele ukusebenza iiyure ezingaqhelekanga
- Kufuneka uthathele ingqalelo iimfuno zabathengi kunye nokuhlangabezana nemigangatho yomgangatho weenkonzo
- Kufuneka ube nomgangatho ophezulu wentembeko namandla okuphatha ulwazi oluyimfihlo
- Kufuneka ube nezakhono zokumamela kakuhle kunye nokusebenzisana nabanye
- Kufuneka ube nobuchule, aqine kwaye athathe uxanduva
- Kufuneka ube nezakhono ezigqwesileyo zolawulo nezolungiselelo
- Kufuneka ube nakho ukwenza uphando oluzimeleyo lolwazi
- Kufuneka ukwazi ukusebenzisa inyathelo lokuqala kwaye uthathe izigqibo
- Kufuneka uzimisele ukusebenza phantsi koxinzelelo kwaye uhlangabezane nemihla ebekiweyo kunye namaxesha abekiweyo
- Kufuneka ube nolwazi olusebenzayo ngayo yonke imiba yeprothokholi esebenza kubantu abahloniphekileyo besizwe nabamanye amazwe
- Ukukwazi ukuchwetheza ngaphezulu komlinganiselo
- Ukuzimisela ukufunda nokuziqhelanisa nokutshintsha kweemeko
- Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezi-2 kwezi-3 ezisemthethweni zaseNtshona Koloni

IMIBUZO: MNU. E GANZA (044 – 801 9180)

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni kunye neCV ebanzi, iikopi zeziqinisekiso zemfundo, isazisi, kunye nephepha- mvume lokuqhuba. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa recruitment@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wesi- 03 eyoMdumba 2023 ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili**

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

1. Ungangeniswa kweekopi zeziqinisekiso zemfundo/ irekhodi.
2. Ukurhwetyeshwa kooCeba.
3. Ukungeniswa kweziqinisekiso zobuqhophololo kunye /okanye amaxwebhu.

QAPHELA: Nceda uqaphele ukuba abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi

UMasipala ugcina ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweentsuku ezingama-30 zomva wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo.

UMHLA WOKUVALA: 03/02/2023