

## EXTERNAL CIRCULATION

**DIRECTORATE: CIVIL ENGINEERING SERVICES**

**POST DESIGNATION: TECHNICIAN (PROJECTS) x2**

**REF: 2414017**

**Salary** : R318 144 – R412 992 T11 per annum  
**Service Benefits** : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements, 13th Cheque and Group Life Insurance)

### **MINIMUM REQUIREMENTS:**

- NDip (Civ Eng) (NQF Level 6)
- (Pr Techni) or (Pr CPM) or to be achieved within 2 years of appointment
- Computer literacy: MS Office
- Code EB driver's license

### **COMPETENCIES:**

- Discipline Specific Skills
- Financial Management
- People Management
- Planning and Organising
- Monitoring and Control
- Attention to detail
- Direction setting
- Problem Solving
- Interpersonal Relationships
- Communication
- Service Delivery Orientation
- Client Orientation and Customer Focus
- Action and outcome orientation
- Accountability and ethical conduct
- Impact and influence
- Coaching and Mentoring

### **KEY PERFORMANCE AREAS:**

- Ensure that projects and infrastructure provision is carried out according to master plans, the IDP, Batho Pele Principles and all applicable legislation and guidelines related to the provision of services
- Ensure that Consultants and Contractors conform to specific requirements prior to and during the tender and contracts execution process
- Ensure efficient financial estimating, planning, budget implementation and control, and financial reporting within the Section
- Ensure that projects are managed professionally and that all contractual requirements, organization objectives and targeted outcomes are met and that projects are completed on time, within budget and to specification
- Ensure accurate planning project and operational information is maintained and made available, and administrative requirements are effectively and professionally managed through the implementation of practices, procedures and policies

## **SPECIAL CONDITIONS:**

- Must be able to communicate in at least two of the official languages of the Western Cape
- Must have good interpersonal skills
- Must be able to handle conflict situations
- Must be able to work under pressure
- Must be reliable and trustworthy
- Must have good leadership and people skills
- Must be willing to perform standby and overtime duties
- Must be willing to work in adverse weather conditions
- Must be willing to travel outside the municipal boundaries of George to attend meetings on behalf of Council
- Must have a good understanding of Risk Management
- Written and oral communication skills, Good interpersonal skills
- Sound knowledge of Engineering software financial management/ budgeting skills

## **ENQUIRIES: MR A VAN MOLENDORF (044 – 801 9351)**

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](mailto:recruitment@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://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**

## SIJIKELIZISWA NGAPHANDLE

**ICANDELO LOLAWULO: IINKONZO ZOBUNJINELI BOLWAKHIWO**

**IGAMA LESITHUBA: IGCISA (IIPROJEKTHI) x2**

**REF: 2414017**

**Umvuzo** : R318 144 – R412 992 T11 ngonyaka

**Izibonelelo zeNkonzo:** Uncedo lwezoNyango, Umhlalaphantsi, Imali evunyelweyo yeNdlu/ yokuQesha (ngokuxhomekeke kwiimfuno ezimiselweyo, Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela

### IIMFUNO EZINCINANE:

- NDip (Ubunjinieli bolwakhiwo) (Inqanaba lesi- 6 leNQF)
- (Pr Techni) okanye (Pr CPM) okanye ukuba izuzwe kwisithuba seminyaka emi-2 yokuqesha
- Ulwazi lwekhompyutha: MS Office
- Ukhowudi EB wephepha-mvume lokuqhuba

### UBUCHULE

- IzakhonozoQeqesho Ezikhethekileyo
- Ulawulo lwezeMali
- Ulawulo lwabantu
- UCwangciso noLungiselelo
- Ukongamela kunye noLawulo
- Inggqalelo kwiNkcukacha,
- Ukubeka umkhomba ndlela
- Ukusombulula ingxaki
- Ubudlelwane phakathi kwabantu
- Unxibelelwano
- Ukuqhelaniswa noNikezelo lweenkonzo
- Ukuqhelaniswa nabaxumi nokugxila kuBathengi
- Ukuqhelaniswa nenyathelo kunye neziphumo
- Uxanduva lokuphendula kunye nemigaqo yokuziphatha esesikweni
- Impembelelo kunye nefuthe
- Ukuqeqesho kunye nokuthantamisa

### IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba iiprojekthi nobonelelo lweziseko ezingundoqo luqhutywa ngokwezicwangciso eziphambili, i-IDP, iMithetho- siseko yeBatho Pele nayo yonke imithetho esebenzayo nezikhokelo ezinxulumene nokunikezelwa kweenkonzo
- Qinisekisa ukuba abaCebisi kunye neeKontrakta bahambelana neemfuno ezithile ngaphambi nangexesha lesiniki maxabiso kunye nenkqubo yokwenziwa kwezivumelwano.
- Qinisekisa uqikelelo lwemali olusebenzayo, ucwangciso, ukuphunyezwa kohlahlo lwabiwo-mali nolawulo, kunye nokunika ingxelo yezemali ngaphakathi kwiCandelo
- Qinisekisa ukuba iiprojekthi zilawulwa ngobuchule kwaye zonke iimfuno zesivumelwano, iinjongo zombutho kunye neziphumo ekujoliswe kuzo ziyahlangatyezwa kunye nokuba iiprojekthi zigqityezelwa kwangexesha, phakathi kohlahlo lwabiwo-mali kunye nangokwenkcukacha.
- Qinisekisa iiprojekthi yocwangciso echanekileyo lweprojekthi kwaye nolwazi lokusebenza lugciniwe kwaye lwenziwa lufumaneka, kwaye iimfuno zolawulo zilawulwa ngokusebenzayo nangobuchule ngokuphunyezwa kwezenzo, iinkqubo kunye nemigaqo-nkqubo.

## **IMIQATHANGO EYODWA:**

- Kufuneka ukwazi ukunxibelelana ngeelwimi ezimbini ezisemthethweni zaseNtshona-Koloni
- Kufuneka ube nezakhono ezifanelekileyo zokusebenzisana nabanye.
- Kufuneka ukwazi ukumelana neemeko zongqzulwano
- Kufuneka ukwazi ukusebenza phantsi koxinzelelo
- Kufuneka uthembeke
- Kufuneka ube nobunkokeli obufanelekileyo kunye nezakhono zabantu
- Kufuneka ukulungele ukwenza imisebenzi yokuhlala ulindile kunye neyexesha elongezelelekileyo
- Kufuneka ukulungele ukusebenza kwiimeko zemozulu ezimbi
- Kufuneka ukulungele ukuhamba ngaphandle kwemida kamasipala waseGeorge ukuya kwiintlanganiso egameni leBhunga
- Kufuneka ube nokulungisa kakuhle uLawulo loMngcipheko
- Izakhono zoxibelelwano olubhaliweyo kunye nolomlomo, Izakhono ezifanelekileyo zokusebenzisana nabantu.
- Ulwazi olululo loluhlu lwenkqubo zekhompuyutha zobuNjineli zoLawulo lwemali/izakhono zohlahlo lwabiwo-mali.

## **IMIBUZO: MNU A VAN MOLENDORF (044 – 801 9351)**

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni kunye neCV ebanzi, iikopi zeziqinisekiso zemfundo, isazisi, kunye nephepha- mvume lokuqhuba. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompuyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa [recruitment@george.gov.za](mailto:recruitment@george.gov.za). Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, [www.george.gov.za](http://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**