

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES

POST DESIGNATION: GRADE A TESTING OFFICER (X4)

REF: COMM T10 02/01/2023

Salary : R 269 508 -R 349 812 T10 per annum
Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements, 13th Cheque and Group Life Insurance)

MINIMUM REQUIREMENTS:

- NQF 4
- Grade A Examiner Certificate
- Valid Code A & EC Drivers License
- No criminal record
- 2-5 years relevant experience

SPECIAL CONDITION:

- Be able to use own integrity
- Outstanding interpersonal and communication skills
- Ability to communicate in at least two of the languages of the Western Cape
- Outstanding problem solving skills
- Ability to identify and address irregularities
- Analytical thinker
- Should be a keen learner

PREFERRED REQUIREMENTS:

- Certificate or Diploma in Computer Literacy (Word, Excel, PowerPoint)
- Completed Natis training

COMPETENCIES:

- Written and Oral Communication
- Attention to Detail
- Influencing
- Ethics and Professionalism
- Organisational Awareness
- Problem Solving
- Planning and Organizing
- Business Processes
- Use of Technology
- Data Processing & Analysis
- Interpersonal Relationships
- Communication
- Service Delivery Orientation
- Client Orientation and Customer Focus
- Action Orientation
- Resilience
- Change Readiness
- Cognitive ability
- Learning orientation
- Impact and influence
- Team Orientation
- Direction Setting
- Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Eyesight testing
- Learner's license testing
- Driver's license testing
- Capturing of results
- Filing of information
- Public queries
- Training and Development

ENQUIRIES: Mr. H.P Junies (044 – 801 9222)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and drivers 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 in 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/under represented groups.

CLOSING DATE: 03/02/2023

**VACANCY
VAKATURE**

