

EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTY
POST DESIGNATION: ADMINISTRATION OFFICER (LOCAL ECONOMIC DEVELOPMENT)

WC0440919

REF: 2383764

Salary : R 318 144 – R412 992 per annum T11
Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Relevant NQF level 5 qualification
- Computer literate: MS Office
- Code EB drivers' license
- Minimum 5 years relevant experience of which 2 years must be at supervisory level, LED at Local Government level

PREFERRED REQUIREMENTS:

- A tertiary qualification or equivalent NQF level 6

COMPETENCIES:

- Written and Oral Communication
- Attention to Detail
- Ethics and Professionalism
- Organisational Awareness
- Problem Solving
- Planning and Organisation
- Use of Technology
- Interpersonal Relationships
- Service Delivery
- Client Orientation and Customer Focus
- Action Orientation
- Change Readiness
- Cognitive Ability
- Team Orientation
- Coaching and Mentoring
- Financial Management Skills
- Stakeholder Engagement

KEY PERFORMANCE AREAS:

- Ensure the functionality is capable of supporting Council's Local Economic Development objectives through recognition of immediate priorities and longer-term interventions
- Ensure assessment of the local situation is taken into account and specific interventions prioritized to support growth in the local economy
- Monitoring and reporting on adherence or non-adherence to project time frames and deliverables
- Ensure laid down administrative procedures and reporting requirements are complied with, and accurate information disseminated to support specific decisions/ actions
- Representing the Municipality on external forums / committees in support of meeting key LED and strategic objectives
- Liaise and report to provincial and national government on LED initiatives

SPECIAL CONDITION:

- Must be willing to work outside normal working hours when required and meet deadlines

ENQUIRIES: DR. KJ HAARHOFF (044 801 9148)

Applicants must submit a formal application form and a comprehensive CV, certified 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 March 2023 at 12:00. **Applicants must clearly state in the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

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: 03/03/2023

VACANCY VAKATURE



SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHUHLISO NEPROPATI

IGAMA LESITHUBA: IGOSA LOLAWULO (UPHUHLISO LOQOQOSHO LWASEKHAYA)

WC0440919

REF: 2383764

uMvuzo : R 318 144 – R412 992 ngonyaka T11
IiNzuzo zeNkonzo ezongezelelweyo :Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiiMfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela

IIMFUNKO EZINCINANE:

- Isiqinisekiso esifanelekileyo senqanaba lesi-5 leNQF
- Ulwazi lwekhompyutha: MS Office
- Ikhawudi-EB yephepha-mvume lokuqhuba
- Ubuncinane beminyaka emi-5 yamava afanelekileyo apho iminyaka emi-2 kufuneka ibe kumgangatho wokongamela, iLED kwinqanaba loRhulumente wasekhaya

IIMFUNO EZIKHETHWAYO:

- Isiqinisekiso semfundo ephakamileyo okanye inqanaba lesi-6 leNQF

UBUCHULE:

- Unxibelelwano olubhaliweyo nolomlomo
- Ingqalelo kwinkcukacha
- Imigaqo yokuziphatha esesikweni kunye nobuchule
- uLwazi loMbutho
- ukuSombulula Ingxaki
- uCwangciso noLungiselelo
- Usetyenziso lweTekhnoloji
- Ubudlelwane phakathi kwabantu
- Ukunikezelwa kweenkonzo
- Ukuqhelaniswa nabaxumi kunye nokugxila kubathengi
- Ukuqhelaniswa neNyathelo
- Ukulungela inguqu
- Isakhono sokuqonda
- Ukuqhelaniswa neqela
- Ukuqeqesha nokuthantamisa
- Izakhono zoLawulo lweMali
- Uthethathethwano nabachaphazelekayo

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba ukusebenza kuyakwazi ukuxhasa iinjongo zeBhunga zoPhuhliso loQoqosho lwaseKhaya ngokuthathela ingqalelo izinto eziphambili ezingxamisekileyo kunye namangenelelo exesha elide.
- Qinisekisa uhlolo lwemeko yasekhaya luthathelwa ingqalelo kwaye amangenelelo athile abekwa phambili ukuxhasa ukukhula kuqoqosho lwasekhaya
- Ukubeka iliso kunye nokunika ingxelo ngokubambelela okanye ukungabambeleli kumaxesha amisiweyo eprojekthi kunye nezinto ezinikezelwayo
- Qinisekisa ukuba iinkqubo zoLawulo ezibekiweyo kunye neemfuno zokunika ingxelo ziyathotyelwa, kwaye ulwazi oluchanekileyo luyasasazwa ukuxhasa izigqibo/ izenzo ezithile.
- Ukumelwa kukaMasipala kwiiForam/iikomiti zangaphandle ekuxhaseni ukuhlangabezana neenjongo zeLED ezingundoqo nobuchule.
- Nxibelelana kwaye unike ingxelo kurhulumente wephondo nowesizwe ngamalinge e LED

IMIQATHANGO EYODWA:

- Kufuneka uzimisele ukusebenza ngaphandle kweeyure eziqhelekileyo zokusebenza xa kuyimfuneko kwaye uhlangabezane nemihla ebekiweyo

IMIBUZO: GQR. KJ HAARHOFF (044 801 9148)

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. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla 03 March ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili**

Kuphela zizicelo ezifakwe ngekhompyutha kusetyenziswa i-intanethi eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

- 1.Ungangeniswa kweekopi zeziqinisekiso zemfundo/ iirekhodi.**
- 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 WOKUVALWA: 03/03/2023