

## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES - PERMANENT**

**POST DESIGNATION: MANAGER PROJECTS: SOLID WASTE AND SHARED SERVICES**

**WC044CMSW1623**

**REF: COMM T15 01/02/2023**

<b>Salary</b>	:	R 548 940 – R 712 596 per annum T15
<b>Additional Service Benefits:</b>	:	Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
<b>Perks</b>	:	Cellphone Allowance (subject to prescribed requirements) Vehicle Allowance (approximately)- R7865 (subject to prescribed requirements)

### MINIMUM REQUIREMENTS:

- A relevant tertiary qualification, preferably a B-Tech degree in Environmental Health
- Registration as an Environmental Health Practitioner with the Health Professions Council of South Africa for Independent practice
- Peace Officer
- 5-8 years relevant experience
- Minimum 2-3 years supervisory experience
- Code B driving licence
- Computer Literacy: MS Office
- Ability to communicate in at least two of the official three languages of the Western Cape (of which English must be one)

### SPECIAL CONDITION:

- The incumbent must be able to function satisfactorily under pressure and stressful situations

### COMPETENCIES:

- Communication
- Attention to Detail
- Planning and Organising
- Conceptual Thinking
- Evaluation and Research
- Analytical Skills
- Advocacy / Negotiation
- Waste Management
- Project and Financial Management
- Service Delivery Orientation
- Interpersonal Relationships
- Action and Outcome Orientation
- Attention to Detail
- Integrity
- Direction Setting

### KEY PERFORMANCE AREAS:

- To ensure achievement of goals and critical performance indicators as identified, and the establishment of specific measures to enable and guide the department to plan, manage and / or prioritize outcomes accordingly
- To ensure a climate conducive to promoting and sustaining motivational levels, aspects such as productivity and improvement of the quality of work – life is cultivated and maintained enabling the branch to meet its service delivery objectives
- To ensure that services by Solid Waste and Shared Services are rendered in accordance to pre-set objectives and cost parameters

- To ensure contractual terms and conditions entered and agreed to are complied with and specific responsibilities discharged accordingly without any risk to the Council
- To ensure that all operational activities are effectively managed, controlled and implemented
- To ensure accuracy budgets are prepared in relation to requirements enabling the department to contribute positively toward meeting developmental objectives and sustaining the quality and standards of service delivery
- To ensure information, advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately- interpreted through the provision of adequate and clear explanation
- To ensure laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions/ actions

**ENQUIRIES: MR. SIVUYILE MTILA (044 – 802 2900)**

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](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 24 February 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/under represented groups.

**CLOSING DATE: 24/02/2023**