

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES - PERMANENT

POST DESIGNATION: SENIOR MANAGER: COMMUNITY SAFETY

WC044CMCM2228

REF: COMM T18 02/02/2023

Salary	:	R 861 468 – R 1 118 256 per annum T18 (Subject to TASK Evaluation outcome)
Additional Service Benefits:		Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed Requirements), 13th Cheque and Group Life Insurance
Perks	:	Cellphone Allowance (subject to prescribed requirements) Vehicle Allowance (approximately) – R10 285 (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant tertiary qualification preferably a B-degree in Public Administration or equivalent
- Code EB Driver's License
- Computer Literacy: MS Office
- 8 years' experience or more including 2 years managerial experience

SPECIAL CONDITION:

- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements
- Must be willing to work outside normal working hours when required and meet deadlines
- Must be able to work in highly stressful situations
- Ability to interact at both strategic and operational level
- Must have good understanding of the criminal law and other relevant legislation

PREFERRED REQUIREMENT:

- Post graduate degree in Public Administration or equivalent
- Preferred qualifications will provide the incumbent with the necessary in-depth knowledge & skill to effectively fulfil the duties of the position
- 5 years managerial experience

COMPETENCIES:

- Written and Oral Communication
- Influencing
- People Management
- Problem solving
- Planning and Organising
- Illegal Lan Invasion
- Legal Process Administration
- Relocation Processes
- Surveying Data Management
- Disaster Operations
- Interpersonal Relationships
- Communication
- Service Delivery Orientation
- Change Readiness
- Cognitive Ability
- Learning and Team Orientation
- Action and Outcome Orientation
- Resilience
- Direction Setting
- Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Strategically manage the long medium- and short-term planning of the Community Safety
- Oversee the functional management of the Community Safety Sub Directorate including Traffic, Fire, Law Enforcement, Disaster Management, Anti land invasion and Customer Care section
- Oversee the implementation of special projects for the Community Safety
- Manage the co-ordination of emergency management functions for the Community Safety
- Oversee research for the Community Safety Sub Directorate
- Ensure and oversee the building and maintaining of sound relationships with a network of various stakeholders for the Community Safety Sub Directorate
- Oversee and ensure the enhancement and implementation of performance management within the Community Safety
- Oversee the financial planning and reporting function of the Community Safety Sub Directorate
- 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
- Manage effective knowledge management and dissemination

ENQUIRIES: MR. S. 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. Application forms can be obtained from the Municipal website, 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