

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTY

POST DESIGNATION: PRINCIPAL ADMINISTRATION OFFICER

WC0440911

REF: 2405191

Salary : R 375 600 – R487 584 T12 per annum
Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements, 13th Cheque and Group Life Insurance)

MINIMUM REQUIREMENTS:

- NQF level 6 or equivalent
- Computer Literacy: MS Office
- Code B Driver's license
- Minimum 4 years relevant experience with 2 years supervisory experience
- Able to communicate with 2 of the 3 official languages of the Western Cape

COMPETENCIES:

- Influencing
- Technical communication
- Organizational Awareness
- Conceptual Thinking
- Project Management
- Financial Management
- Information Measuring and Monitoring
- Technology Usage
- Service Delivery Orientation
- Interpersonal Relationships
- Communication
- Client Orientation and Customer Focus
- Action Orientation
- Resilience
- Change Readiness
- Learning Orientation
- Problem Solving
- Accountability and Ethical conduct
- Impact and Influence

KEY PERFORMANCE AREAS:

- Selling and Leasing of Council property per public tender
- Acquisition of property for Council use
- Asset/property management in terms of the title deed conditions
- Obtain land per dispossession (expropriation)
- Prescriptive claims in terms of the legislative framework
- Contract Management - lease agreements
- Administrative duties
- Supervisory duties

SPECIAL CONDITION:

- Client friendly/people orientated
- Above average typing abilities
- Good interpersonal, listening and communication skills
- Must be willing to work under pressure and meet deadlines
- Written and Communication skills
- High Level of integrity and ability to handle confidential information
- Loyal, committed and dedicated
- Do independent research for information
- Able to apply initiative and take decisions
- Be tactful, assertive and responsible
- Have excellent administrative and organizational skill

ENQUIRIES: MR. D GELDERBLOEM (044 801 9073)

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 March 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/underrepresented groups.

CLOSING DATE: 03/03/2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHUHLISO NEPROPATI

IGAMA LESITHUBA: IGOSA LOLAWULO ELIYINTLOKO

WC0440911

REF: 2405191

Umvuzo : R 375 600 – R487 584 T12 ngonyaka

IiNzuzo zeNkonzo ezongezelelweyo: Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiiMfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela

IIMFUNeko EZINCINANE:

- Inqanaba lesi-6 le-NQF okanye elilingana nalo
- Ulwazi lwekhomyutha: MS Office
- Ikhawudi-B yephepha-mvume lokuqhuba
- Ubuncinane beminyaka emi-4 yamava afanelekileyo kunye neminyaka emi-2 yamava okongamela
- Ukukwazi ukunxibelelana ngeelwimi ezi-2 kwezi-3 ezisemthethweni zaseNtshona Koloni

UBUCHULE:

- Impembelelo
- Unxibelelwano lobugcisa
- Ulwazi loMbutho
- Ingqiqo yokucinga
- Ulawulo lweProjekthi
- Ulawulo lweMali
- Umlinganiselo wolwazi kunye nokuBeka iliso
- Usetyenziso lweTekhnoloji
- Ukuqhelaniswa nokunikezelwa kweenkonzo
- Ubudlelwane phakathi kwabantu
- Unxibelelwano
- Ukuqhelaniswa nabaxumi kunye nokugxila kubathengi
- Ukuqhelaniswa neNyathelo
- Ukomelela
- Ukulungela inguqu
- Ukuqhelaniswa nokufunda
- Ukusombulula ingxaki
- Uxanduva kunye nemiqathango yokuziphatha esesikweni
- Impembelelo nefuthe

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukuthengisa kunye nokuqeshiswa kwepropati yeBhunga ngokwesiniki maxabiso sikawonke-wonke
- Ukufunyanwa kwepropati ukuze isetyenziswe liBhunga
- Ulawulo lwempahla/lwepropati ngokwemiqathango yexwebhu ngelungelo lobumnini mhlaba
- Ukufumana umhlaba ngokuhluthwa kwawo (ukuhluthwa)
- Amabango amiselweyo ngokwenkqubo-sikhokelo yowiso-mthetho
- Ulawulo lwekhontrakthi - izivumelwano zokuqeshisa
- Imisebenzi yolawulo
- Imisebenzi yokongamela

IMIQATHANGO EYODWA:

- Ubudlelwane obuhle nabaxumi/ukuqheleniswa nabantu
- Izakhono zokuchwetheza ezingaphezulu kwe-avareji
- Izakhono zobudlelwane phakathi kwabantu, zokumamela nokunxibelelana
- Kufuneka uzimisele ukusebenza phantsi koxinzelelo kwaye uhlangabezane nemihla ebekiweyo
- Izakhono zokubhala nokunxibelelana
- Inqanaba eliphezulu lemfezeko kunye nokukwazi ukuphatha ulwazi oluyimfihlo
- Ukunyaniseka, kunye nokuzinikela
- Ukwenza uphando oluzimeleyo lolwazi
- Ukukwazi ukusebenzisa inyathelo lokuqala nokuthatha izigqibo
- Ukuba nobuchule, ukuba nokuzithemba kunye nokuthathe noxanduva
- Ukuba nesakhono esigqwesileyo solawulo nesolungiselelo

IMIBUZO: MNU. D GELDERBLOEM (044 801 9073)

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 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/ 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

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