

## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**

**POST DESIGNATION: ASSISTANT SUPERINTENDANT: SPORT DEVELOPMENT**

**WC0441850**

**REF: COMMT11 02/04/2023**

**Salary** : R 318 144– R 412 992 per annum T11  
**Additional Service Benefits** : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th Cheque and Group Life-Insurance.

### MINIMUM REQUIREMENTS:

- Grade 12 or relevant post matric qualification
- 2-5 years relevant experience
- Basic computer literacy: MS Office

### COMPETENCIES

- **Core Professional Competencies-** Managing Work, Planning and Organising.
- **Functional Competencies-** Facility Specific skills, Workplace Safety.
- **Public Service Orientation Competencies** – Interpersonal Relationships, Communication, Service Delivery Orientation.
- **Personal Competencies-** Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct.
- **Management Competencies-** Direction Setting, Impact and Influence Coaching and Mentoring, Team orientation.

### KEY PERFORMANCE AREAS:

- To ensure achievements of goals regarding water quality performance indicators.
- To ensure the safety and risk management is carried out in the operation of all sports grounds in the municipal area.
- To ensure that all projects are professionally initiated and administered through sound management and coordination.
- To ensure that the sporting facilities complies with operational standards and requirements.
- To ensure the optimal occupation of sports fields and facilities complies with standards and regulations.
- To ensure an efficient and capable research function is provided and specific instructions and guidelines are complied with.
- To ensure that all equipment is well maintained and in a good operating condition, and all deviations are immediately attended to.
- To ensure accurate operational and maintenance information is maintained and available on request and keep administration up to date.
- To ensure that the operation of each venue complies with the sports ground standards as laid down.
- To ensure the budget is utilized efficiently and exercise budgetary control.
- To ensure a climate conducive to promoting and sustaining motivational levels, aspects such as productivity, performance, and improvements of the quality of work-life is cultivated and maintained.
- To ensure that all subordinates are positively orientated for departmental goals to be achieved.

### **SPECIAL CONDITIONS:**

- Must be able to communicate in at least two of the official languages of the Western Cape
- Must have good interpersonal skills
- Must be able to handle conflict situations
- Must have good communication and interpersonal skills
- Must be able to work under pressure
- Must be reliable and trustworthy
- Must have good leadership and people skills
- Must be willing to perform standby and overtime duties
- Must be willing to work in adverse weather conditions

### **ENQUIRIES: Granville Campher (044 –801 9488)**

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications and identity document. 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 02 May 2023 at 12:00pm. 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. Not using the formal application form**
- 3. Canvassing with the aim to be appointed**
- 4. 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: 02 May 2023**