

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT, & PROPERTIES**

**POST DESIGNATION: SENIOR PROJECT COORDINATOR (HUMAN SETTLEMENTS)**

**REF: HUMAN 01/04/2023**

<b>Salary</b>	:	R 375 600 – R 487 584 per annum T13
<b>Service Benefits</b>	:	Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed Requirements), 13th Cheque and Group Life Insurance

### **MINIMUM REQUIREMENTS:**

- Grade 12
- A 1-year project management certificate or a B-Tech or Post Graduate Diploma in project management
- Computer literate (MS Office)
- Minimum 5-year relevant experience
- Proficiency in at least 2 of the official languages of the Western Cape

### **COMPETENCIES:**

- Written and oral communication
- Organisational awareness
- Problem solving
- Planning & Organising
- Use of Technology
- Attention to Detail
- Project Management
- Data Processing and Analysis
- Service Delivery Orientation
- Client Orientation and Customer Focus
- Action Orientation
- Resilience
- Change Readiness
- Learning and Influence
- Impact and Influence
- Team Orientation

### **KEY PERFORMANCE AREAS:**

- To ensure that the George Municipality Housing programs are aligned with Human Settlements Strategy, IDP and compliance with relevant legislation
- Ensure that proper record keeping of the projects are maintained
- Ensure that all administrative, processes regarding projects are carried out and requirements complied with
- Ensure that administrative, departmental, and municipal procedures and guidelines are applied and complied with in all transactions and activities
- Ensure financial objectives are met in accordance with the MFMA
- Ensure that an effective contract management system is adhered to with regards to all projects implemented in the section
- Ensure internal control processes are implemented and to address and implement discrepancies identified
- Ensure and improve compliance with health and safety standards in the Section
- Ensure that Emerging Risk Management is carried out in accordance with the municipality's ERM policy, strategy, and implementation plan
- To advocate the culture of change and adopting Risk Management to be adopted in everyday management of activities and educating the stakeholders of the importance of managing risks in dealing with public funds
- Ensure administrative procedures dictating reporting requirements with respect to the functions of the section are complied with

- Ensure human resources needs are identified and attended to, supporting the accomplishments to laid down objectives and compliance with specific standards in terms of productivity and performance
- Ensure that information, queries, complaints, advice or opinions on relevant matters is made available and or communicated through various mediums and accurately interpreted through the provision of adequate and clear explanations.

**ENQUIRIES: MS W MENTOR (044 – 802 2020)**

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's 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 09 May 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/application form.
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: 09/05/2023**

# VACANCY VAKATURE



## SIJIKELEZISWA NGAPHANDLE

**ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO NOPHUHLISO, NEEPROPATI**

**IGAMA LESITHUBA: UMQUQUZELELI WEPROJEKTHI OMKHULU (UKUHLALISWA KOLUNTU)**

**REF: HUMAN 01/04/2023**

**Umvuzo :** R 375 600 – R 487 584 ngonyaka T13  
**Iizunzo ezongezelelwego zeNkonzo :** : Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwimfuneko ezimiselwego), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela

### **IIMFUNEKO EZINCINANE:**

- Ibunga le- 12
- Isatifikethi sonyaka om-1 solawulo lweprojekthi okanye iB-Tech okanye isidanga sasemva kwe-Diploma kulawulo lweprojekthi
- Ulwazi Iwekhompyutha (MS Office)
- Ubuncinane beminyaka emi-5 yamava afanelekileyo
- Ukukwazi ukunxibelana ubuncinane ngeelwimi ezi-2 kwezisemthethweni zaseNtshona Koloni

### **UBUCHULE:**

- Unxibelewano olubhaliwego nolomlomo
- Ulwazi lombutho
- Ukusombulula iNgxaki
- uCwangciso noLungiselelo
- Usetyenziso Iwetekhnoloji
- Ingqalelo kwinkcukacha
- uLawulo lweprojekthi
- ukuSetyenziswa kolwazi noHlalutyo
- Ukuqhelaniswa nonikezeloo IweeNkonzo
- Ukuqhelaniswa nabaxumi nokugxila kubaThengi
- Ukuqhelaniswa neNyathelo
- Ukomelela
- Ukulungela inguqu
- Ukufunda nempembelelo
- Impembelelo nefuthe
- Ukuqhelaniswa neQela

### **IINDAWO EZINGUNDOQO ZOKUSEBENZA :**

- Ukuqjinisekisa ukuba iinkqubo zeZindlu zikaMasipala waseGeorge zihambelana neQhinga lokuHlaliswa koLuNtu, I-IDP nokuthotyelwa kwemithetho efanelekileyo
- Ukuqjinisekisa ukuba indlela eyiyo yokugcinwa kweerekodi zeprojekthi iyagcinwa ngokufanelekileyo kunye nokugcinwa kweerekodi zeeprojekthi
- Ukuqjinisekisa ukuba lonke ulawulo, iinkqubo malunga neeprojekthi ziyaqhutywa kwaye iimfuneko ziayathotyelwa
- Ukuqjinisekisa ukuba iinkqubo zolawulo, zesebe, kunye nezikamasipala kunye nezhokelo ziayasetyenziswa kwaye ziayathotyelwa kuzo zonke iintengiselwano nemisebenzi.
- Ukuqjinisekisa ukuba iinjongo zemali ziyahlangatyezwa ngokuhambelana neMFMA
- Ukuqjinisekisa ukuba inkqubo yolawulo Iwekhontrakthi esebezayo iyathotyelwa ngokubhekiselele kuzo zonke iiprojekthi eziphunyeziwego kwicandelo
- Ukuqjinisekisa ukuba iinkqubo zolawulo Iwangaphakathi ziyaphunyezwa kunye nokulungisa nokuphumeza iiyantlukwana ezalathiwego
- Ukuqjinisekisa nokuphucula ukuthotyelwa kwemigangatho yempilo nokhuseleko kwiCandelo
- Ukuqjinisekisa ukuba uLawulo loMngcipheko osakhulayo luqhutywa ngokuhambelana nomgaqo-nkqubo we-ERM kamasipala, iqhinga, kunye nesicwangciso sophumezo.
- Ukuuthethelela inkcubeleko yotshintsho kunye nokwamkelwa koLawulo loMngcipheko ukuba Iwamkelwe kulawulo lwemihla ngemihla lwemisebenzi kunye nokufundisa abachaphazelekayo ngokubaluleka kokulawula umngcipheko ekujonganeni neengxowa-mali zoluNtu.

- Ukuqinisekisa iinkqubo zolawulo eziyalela iimfuneko zokunika ingxelo ngokunxulumene nemisebenzi yecandelo ziayathotyelwa
- Ukuqinisekisa ukuba iimfuno zabasebenzi zalathiwe kwaye ziwalaselwe, ukuxhasa okuphunyeziwego kwijinjongo ezibekiwego kunye nokuthotyelwa kwemigangatho ethile malunga nemveliso kunye nokusebenza.  
Ukuqinisekisa ukuba ulwazi, imibuzo, izikhala, iingcebiso okanye iimbono kwimiba efanelekileyo zenziwa zifumanekke kwaye zidluliswa ngendlela eyahluka-hlukaneyo kwaye zitolikwa ngokuchanekileyo ngokubonelela ngeengcaciso ezaneleyo nezicacileyo.

### **IMIBUZO: NSKS W MENTOR (044 – 802 2020)**

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 IwePDF kwa-[recruitment@george.gov.za](mailto:recruitment@george.gov.za). Ifomu zeziqelo zingafunyanwa kwiwebhusayithi kaMasipala, [www.george.gov.za](http://www.george.gov.za) kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wama- 9 UCanzibe 2023 ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yerefensi 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 abaqqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abaqqatswa 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 kwiNggesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliwego/angamelwanga ngokwaneleyo

**UMHLA WOKUVALWA: 09/05/2023**