

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: SENIOR ADMINISTRATIVE OFFICER: LEGAL SUPPORT

(PERMANENT)

WC044CSLG4463

REFERENCE: CORP T12 01/04/2023

Salary: R375 600 - R487 584 Per annum T12

Additional Service Benefits: Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th cheque, and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- Personal Assistant/Senior/ Executive Secretary - also require a relevant secretarial certificate
- Computer literate in MS Word
- 5-8 years' relevant experience

PREFERRED REQUIREMENTS:

NQF Level 6 (National Diploma: Municipal Admin/Governance/Public Administration or equivalent)

COMPETENCIES:

- **Core Professional Competencies** - Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
- **Functional Competencies** - Business Processes, Use of Technology, Data Processing & Analysis.
- **Public Service Orientation Competencies** - Interpersonal Relationships, Communication, Service Delivery and Client Orientation and Customer Focus.
- **Personal Competencies** - Action Orientation, Resilience, Change Readiness, Cognitive Ability and Learning Orientation
- **Management / Leadership Competencies** - Impact and Influence, Team Orientation, Direction Setting and Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- To ensure that a fully functional support service is rendered to the section and that all support responsibilities are attended to.
- To ensure reporting deadlines are accomplished and accurate information is made available in accordance with laid down procedures.
- To provide assistance to the immediate superior to ensure compliance and ensuring a well-maintained database.
- To facilitate the effective planning and execution of pre-arranged meetings and to minute all relevant discussions and decisions taken.
- To ensure the appointments are scheduled according to available timeframes and that all appointments are planned, prioritized and coordinated to uphold professionalism and the image of the Legal Support Section.
- To ensure that time management is exercised by timeous circulation of meeting / appointment related documentation.
- To ensure support is made available to ensure efficient and quality service delivery.
- To ensure administrative and departmental procedures and guidelines adopted, applied and complied with in all transactions, activities and sequences associated.
- To ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.

- To ensure that information is correctly encapsulated in PowerPoint slide shows and that supporting hard copy documentation is made available.
- To ensure that the Section renders a professional service and that service delivery objectives are met.
- To ensure telephonic calls and enquiries are attended to promptly and professionally in accordance with customer service standards and objectives.
- To ensure the staff attendance register, is efficiently planned, prioritised and correctly completed, and that duties are carried out as allocated.
- To maintain a system of internal control and to ensure that Council suffer no financial losses or unproductive time due to stationery / goods unavailability.
- To ensure the events and functions are efficiently planned, prioritised and co-ordinated, upholding the professionalism and image of the Municipality.
- To emphasize the mental strength and professional capabilities the incumbent must possess to function efficiently.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate in two of the official languages of the Western Cape
- Good interpersonal and communication skills
- Client friendly / people orientated
- Above average typing abilities and ability to organize
- Well-disposed person and immaculately dressed to promote professionalism and Council's corporate image
- Must be able to work independently and take on-the-spot decisions within the ambit of the post
- Must be assertive in the managing of responsibilities in the office of the Senior Manager: Legal Support
- Must apply attention to detail and work accurately
- Must be reliable and trustworthy to work with confidential items
- Must be willing to perform relief duties within the Directorate in similar posts
- Must be dedicated and responsible

ENQUIRIES: MS MARÍ MÜLLER (044 – 801 9111)

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. Application forms can be obtained from the municipal website, www.george.gov.za and completed application (application forms, CV and documents) must reach the Human Resource Department on or before 02 May 2023 at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted. No late applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

- 1. Not using the formal application form**
- 2. Non-submission of certified copies of academic qualifications/records.**
- 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 as well as verifications of qualifications, as well as credit and/or criminal record checks.

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. Placement of candidates for work can be done in any area of George Municipality. The successful candidate is to sign an employment contract and a performance agreement (where applicable).

THE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.

CLOSING DATE: 02 May 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEQUMRHU

IGAMA LESITHUBA: IGOSA LOLAWULO ELIKHULU: INKXASO YEZOMTHETHO

(NGOKUSISIGXINA)

WC044CSLG4463

IREFERENSI: CORP T12 01/04/2023

Umvuzo:

R375 600 - R487 584 ngonyaka T12

Iinzuzo ezongezelelweyo zeNkonzo :

Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela.

IIMFUNENKO EZINCINANE:

- Ibanga le- 12
- Umncedisi womntu okwisikhundla solawulo /uNobhala oPhezulu/ uNobhala woMlawuli – kukwafuneka isatifikethi sikanobhala esifanelekileyo
- Ulwazi lwekhompyutha kwiMS Word
- Iminyaka emi-5-8 yamava afanelekileyo

IIMFUNENKO EZIKHETHWAYO:

Inqanaba lesi-6 leNQF (IDiploma yeSizwe: ULawulo lukaMasipala/uLawulo/uLawulo lukaRhulumente okanye okulinganayo)

UBUCHULE:

- **Ubuchule Obungundoqo bokusebenza** – Unxibelelwano olubhaliweyo, Unxibelelwano lomlomo Ingqalelo kwinkcukacha, Impembelelo, Imigaqo yokuziphatha ngokusesikweni nobuNgcali, Ulwazi lombutho, Ukusombulula INgxaki, uCwangciso noLungiselelo .
- **Ubuchule bokusebenza** – Iinkqubo zoshishino, Usetyenziso lwetekhnoloji, ukuSetyenziswa koLwazi & noHlalutyo.
- **Ubuchule bokuqhelaniswa neNkonzo yoLuNtu** – Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nonikezelo lweNkonzo nokuqhelaniswa nabaThengi kunye nokuGxila kubaThengi.
- **Ubuchule boMntu** – Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Ingqalelo kwinkcukachanokuqhelaniswa nokuFunda
- **Ubuchule boLawulo / bobuNkokheli-** Impembelelo neFuthe, Ukuqhelaniswa neQela, Ukubeka umkhombandlela, ukuqeqesha nokuThantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA

- Ukuqinisekisa ukuba inkonzo yenkxaso esebenza ngokupheleleyo iyanikezelwa kwicandelo nokuba yonke imisebenzi yenkxaso iyahoywa.
- Ukuqinisekisa ukuba imihla ebekiweyo yokunika ingxelo iyafezekiswa kwaye ulwazi oluchanekileyo lwenziwa lufumaneka ngokuhambelana neenkqubo ezibekiweyo.
- Ukubonelela ngoncedo kumphathi okufuphi kuwe ukuqinisekisa ukuthotyelwa nokuqinisekisa uluhlu lweenkcukacha olufakwe kwokhompyutha olugcinwe kakuhle.
- Ukuququzelela ucwangciso olusebenzayo nokuphunyezwa kweentlanganiso ezicwangcisiwe kwangaphambili kunye nokubhala imizuzu yazo zonke iingxoxo ezifanelekileyo kunye nezigqibo ezithathiweyo.
- Ukuqinisekisa ukuba amadinga acwangcisiwe ngokwamaxesha abekiweyo afumanekayo nokuba onke amadinga acwangcisiwe, abekwe phambili kwaye alungelelaniswe ukuze kugcinwe ubugcisa kunye nomfanekiso weCandelo leNkxaso yoMthetho.
- Ukuqinisekisa ukuba ulawulo lwexesha lusetyenziswa ngokujikeleziswa kwangexesha kwamaxwebhu anxulumene neentlanganiso / namadinga.

- Ukuqinisekisa ukuba inkxaso yenziwa ifumaneke ukuqinisekisa unikezelo lwenkonzo olusebenzayo nolusemgangathweni
- Ukuqinisekisa iinkqubo zolawulo nezesebe kunye nezikhokelo ezamkelwayo, ezisetyenziswayo nezithotyelweyo kuzo zonke iintengiselwano, imisebenzi nolandelelwano olunxulumeneyo.
- Ukuqinisekisa ukuba inkxaso eyaneleyo yenziwa ifumaneke ukuze kukwazi ukuphunyezwa kwamaxesha amisiweyo okunika ingxelo ngolawulo.
- Ukuqinisekisa ukuba ulwazi lufakwe ngokuchanekileyo kwimiboniso yezilayidi zePowerPoint nokuba amaxwebhu akhutshelweyo axhasayo enziwa afumaneke.
- Ukuqinisekisa ukuba iCandelo libonelela ngenkonzo yobungcali nokuba kuhlangatyezwana neenjongo zonikezelo lwenkonzo.
- Ukuqinisekisa ukuba iminxeba nemibuzo ngomnxeba iyajongwa ngokukhawuleza nangobuchule ngokuhambelana nemigangatho neenjongo zenkonzo yabathengi.
- Ukuqinisekisa ukuba irejista yobukho babasebenzi, icwangciswa ngobuchule, ibekwe phambili kwaye izaliswe ngokuchanekileyo, nokuba imisebenzi yenziwa njengoko inikezelwe.
- Ukugcina inkqubo yolawulo lwangaphakathi nokuqinisekisa ukuba iBhunga alifumani lahleko yemali okanye ixesha elingenamveliso ngenxa yokungafumaneki kwezinto zokubhala / nempahla.
- Ukuqinisekisa ukuba imisitho kunye nemisebenzi icwangciswe ngokufanelekileyo, ibekwe phambili kwaye ilungelelanisiwe, kugcinwe ubuchwephesha kunye nomfanekiso kaMasipala.
- Ukugxininisa amandla engqondo kunye nobuchule bokuba nako lowo ubambeleyo kufuneka abe nawo ukuze asebenze ngokufanelekileyo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Ukukwazi ukunxibelelana ngeelwimi ezimbini kwezisemthethweni zaseNtshona Koloni
- Izakhono ezifanelekileyo zokusebenzisana nabantu kunye nokunxibelelana
- Ububele kubaxumi/ukuqhelaniswa nabathengi
- Umgangatho ongaphezulu wezakhono zokuchwetheza kunye nokukwazi ukulungelelanisa
- Umntu oziphathe kakuhle kwaye onxibe ngokugqibeleleyo ukukhuthaza ubungcali kunye nomfanekiso wequmrhu leBhunga.
- Kufuneka ube nakho ukusebenza ngokuzimeleyo kwaye uthathe izigqibo kuloo ndawo ukuyo ngoko nangoko ngaphakathi kwesikhundla
- Kufuneka uzinze kulawulo loxanduva kwi-ofisi yoMphathi oMkhulu: iNkxaso yezoMthetho
- Kufuneka usebenzise ingqwalasela kwiinkcukacha kwaye usebenze ngokuchanekileyo
- Kufuneka uthembeke ekusebenzeni ngemiba eyimfihlo
- Kufuneka azimisele ukwenza imisebenzi yoncedo Phakathi kwiCandelo loLawulo kwizithuba ezifanayo
- Kufuneka uzinikele kwaye ube noxanduva

IMIBUZO: NKSZN MARÍ MÜLLER (044 – 801 9111)

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. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wesi-02 uCanzibe 2023 ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili.**

Zizicelo ezifakwe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

- 1. Ukungasetyenziswa kwefomu yesicelo esemthethweni**
- 2. Ukungangeniswa kweekopi zeziqinisekiso zemfundo/ iirekhodi.**
- 3. Ukurhwebesha ngenjongo yokuba uqeshwe.**
- 4. 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: (02 uCanzibe 2023)

VACANCY VAKATURE



DIREKTORAAT: KORPORATIEWE DIENSTE
POS BENAMING: SENIOR ADMINISTRATIEWE BEAMPT: REGSONDERSTEUNING
(PERMANENT)

WC044CSLG4463

VERWYSING: KORP T12 01/04/2023

Salarisskaal : R 375 600 – R 487 584 per jaar T12

Additionele Diensvoordele : Mediese fonds, Pensioen, Behuising/huurtoelae (onderhewig aan voorgeskrewe vereistes), 13de tjem, en Groeplewensversekering

MINIMUM VEREISTES:

- Graad 12
- Persoonlike Assistent/Senior/Uitvoerende Sekretaris - vereis ook 'n toepaslike sekretariële sertifikaat
- Rekenaarvaardig in MS Word
- 5-8 jaar relevante ondervinding

VOORKEUR VEREISTES:

- NKR Vlak 6 (Nasionale Diploma: Munisipale Admin/Beheer/Publieke Administrasie of ekwivalent)

VEREISTE BEVOEGDHEDE:

- **Kern professionele vaardighede** - Geskrewe kommunikasie, Mondelinge Kommunikasie, Aandag vir Detail, Beïnvloeding, Etiek en Professionaliteit, Organisasoriese Bewustheid, Probleemoplossing, Beplanning en Organisering.
- **Funksionele bevoegdhede** - Besigheidsprosesse, Gebruik van Tegnologie, Dataverwerking & Analise.
- **Staatsdiensoriënteringsbevoegdhede** - Interpersoonlike Verhoudings, Kommunikasie, Dienslewering en Kliënteoriëntering en Kliënt toegespitsheid.
- **Persoonlike vaardighede** - Aksie-oriëntasie, Veerkragtigheid, Veranderingsgereedheid, Kognitiewe vermoë en Leeroriëntasie.
- **Bestuurs- Leierskapbevoegdhede** - Impak en Invloed, Spanorientering, Rigtingstelling en Afrigting en Mentorskap.

HOOF PRESTEER AREAS:

- Om te verseker dat 'n ten volle funksionele ondersteuningsdiens aan die afdeling gelewer word en dat alle ondersteuningsverantwoordelikhede nagekom word.
- Om te verseker dat verslagdoeningsspartye bereik word en akkurate inligting in ooreenstemming met vasgestelde prosedures beskikbaar gestel word.
- Om bystand aan die onmiddellike senior te verskaf om nakoming te verseker en om 'n goed onderhou databasis te verseker.
- Om die effektiewe beplanning en uitvoering van vooraf gereëde vergaderings te fasiliteer en om alle relevante besprekings en besluite wat geneem is, te notuleer.
- Om te verseker dat die afspraak volgens beskikbare tydraamwerke geskeduleer word en dat alle afspraak beplan, geprioritiseer en gekoördineer word om professionaliteit en die beeld van die Regsondersteuningsafdeling te handhaaf.
- Om te verseker dat tydsbestuur beoefen word deur tydige sirkulasie van vergadering-/ afspraakverwante dokumentasie.
- Om te verseker dat ondersteuning beskikbaar gestel word om doeltreffende en kwaliteit dienslewering te verseker.

- Om te verseker dat administratiewe en departementele prosedures en riglyne aangeneem, toegepas en nagekom word in alle transaksies, aktiwiteite en volgordes wat verband hou.
- Om te verseker dat voldoende ondersteuning beskikbaar gestel word om die bereiking van spesifieke administratiewe verslagdoeningspertye moontlik te maak.
- Om te verseker dat inligting korrek in PowerPoint-skyfievertonings ingekapsuleer is en dat ondersteunende hardekopiedokumentasie beskikbaar gestel word.
- Om te verseker dat die Afdeling 'n professionele diens lewer en dat diensleweringsdoelwitte bereik word.
- Om te verseker dat telefoniese oproepe en navrae stiptelik en professioneel hanteer word beantwoord word in ooreenstemming met kliëntediensstandaarde en -doelwitte.
- Om te verseker dat die personeelbywoningsregister doeltreffend beplan, geprioritiseer en korrek afgehandel is, en dat pligte uitgevoer word soos toegewys.
- Om 'n stelsel van interne beheer te handhaaf en om te verseker dat die Raad geen finansiële verliese of onproduktiewe tyd ly as gevolg van onbeskikbaarheid van skryfbehoeftes/goedere nie.
- Om te verseker dat die gebeure en funksies doeltreffend beplan, geprioritiseer en gekoördineer word, wat die professionaliteit en beeld van die Munisipaliteit handhaaf.
- Om die geestelike krag en professionele vermoëns te beklemtoon wat die posbekleër moet besit om doeltreffend te funksioneer.

SPESIALE VOORWAARDES GEKOPPEL AAN DIE POS:

- Vermoë om in twee van die amptelike tale van die Wes-Kaap te kommunikeer
- Goeie interpersoonlike en kommunikasievaardighede
- Kliënt vriendelikheid / mensgeoriënteerd
- Bogemiddelde tikvermoë en vermoë om te organiseer
- Goedgesinde persoon en onberispelik geklee om professionaliteit en die Raad se korporatiewe beeld te bevorder
- Moet onafhanklik kan werk en op die plek besluite binne die bestek van die pos kan neem
- Moet selfgeldend wees in die bestuur van verantwoordelikhede in die kantoor van die Senior Bestuurder: Regsondersteuning
- Moet aandag aan detail toepas en akkuraat werk
- Moet betroubaar en betroubaar wees om met vertroulike items te werk
- Moet bereid wees om aflospligte binne die Direktooraat in soortgelyke poste uit te voer
- Moet toegewyd en verantwoordelik wees

NAVRAE: MEJ MARÍ MÜLLER (044 801 9111)

Aansoekers moet 'n formele aansoekvorm en volledige CV, gesertifiseerde afskrifte van kwalifikasies, identiteitsdokument en bestuurslisensie indien. Aansoeke moet **elektronies**, verkieslik as 'n enkel PDF document ingedien word te recruitment@george.gov.za. Aansoekvorms kan verkry word van die munisipale webtuiste, www.george.gov.za. Volledige aansoeke (aansoekvorm, CV en ondersteunende dokumente moet voor/op 02 Mei 2023 om 12:00vm ingedien word. **Aansoekers moet duidelik die verwysingsnommer, posbenaming in die onderwerpreël van die e-pos meld.**

Slegs elektroniese aansoeke sal aanvaar word en geen laat aansoeke sal aanvaar word nie.

Diskwalifikasie:

Neem asseblief kennis dat die volgende tot diskwalifikasie sal lei:

- 1. Gebruik nie die formele aansoekvorm nie.**
- 2. Nie-indiening van gesertifiseerde afskrifte van akademiese kwalifikasies/rekords.**
- 3. Gunswerwing met die doel om aangestel te word.**
- 4. Indiening van bedrieglike kwalifikasies en/of dokumente.**

NB: Neem kennis dat gekort lysde kandidate onderworpe sal wees aan 'n verifikasieproses. Deur aansoek te doen vir hierdie pos, stem kandidate toe dat agtergrond ondersoek verrig word asook verifikasies van kwalifikasies, asook krediet en/of kriminele rekord ondersoek.

Indien u nie binne 30 dae na die sluitingsdatum van ons verneem nie, kan u aanvaar dat u aansoek onsuksesvol was.

George Munisipaliteit is 'n gelyke geleentheid werkgewer, wat die beginsel van regstellende aksie en Diensbillikheid onderskryf. Voorkeur sal gegee word aan aansoekers uit die aangewese/ondervteenwoordigde groepe.

Plasing van kandidate vir werk kan in enige area van die George Munisipaliteit gedoen word. Die suksesvolle kandidaat moet 'n dienskontrak en 'n prestasie-ooreenkoms (waar van toepassing) onderteken.

DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK NIE

SLUITINGSDATUM: 02 Mei 2023