

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTY

POST DESIGNATION: SENIOR ADMINISTRATION OFFICER

PERMANANET APPOINTMENT

WC0442106

HOUSING:05/2023/2106

Salary : R 318 144 – R 412 992 per annum T11

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

MINIMUM REQUIREMENTS:

- Grade 12.
- Relevant secretarial certificate.
- Computer literate (MS Office).
- Code B Driver's License.
- 5-8 years relevant experience with supervisory experience.
- Able to read, write and understand at least 2 of the official languages of the Western Cape.

COMPETENCIES:

- Written and Oral communication, Attention to detail, Influencing, Ethics and Professionalism.
- Organizational Awareness, Problem Solving, Planning and Organizing.
- Business Processes, Use of technology, Data Processing and Analysis.
- Interpersonal Relationship, Service Delivery Orientation, Client Orientation and Customer Focus.
- Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning Orientation.
- Impact and Influence, Team orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- To ensure that the administrative support functionality in the section is effective and efficient.
- To ensure that the Provincial Housing database is update and maintained continuously.
- To ensure that an effective and efficient secretariat function is provided to enhance service delivery objectives.
- To ensure that the performance of the section is captured on the Ignite System.
- To ensure accurate budgets are prepared in relation to requirements enabling the section to contribute positively towards meeting developmental objectives and sustaining the quality and standards of service delivery.
- To ensure that a good channel of communication is established between the community, Political Office Bearers and other role players.
- To ensure support is made available to enable accomplishment of service delivery objectives and standards.
- To ensure the effective administrative support functioning of the Financial Section.
- 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.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Good verbal and Written Communication skills.
- Outstanding Report Writing Skills.
- Ability to Manage Stressful Conditions.

- Good Public Skills.
- Ability to manage Conflict situations.
- Ability to Monitor and Control Budget.
- Knowledge of Public Procurement and Tender Specifications Processes.
- General Knowledge of Municipal by-Laws.
- General Knowledge of National and Provincial Housing Laws and Policies.
- General Knowledge of IDP.

ENQUIRIES: MS W MENTOR (044 802 2020)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. 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 **30 JUNE 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.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 30 JUNE 2023

VACANCY VAKATURE



SIJIKELEZISWA NGAPHANDLE

**ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHUHLISO KUNYE
NEPROPATI**

IGAMA LESITHUBA: IGOSA ELIPHEZULU LOLAWULO

UKUQESHWA NGOKUSISIGXINA

WC0442106

EZEZINDLU: 05/2023/2106

Umvuzo: : R318 144 - R412 992 ngonyaka T11

Iinzuzo ezongezelelweyo zeNkonzo : Uncedo Ionyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela.

IIMFUNEKO EZINCINANE:

- Ibanga le- 12
- Isiqinisekiso sikanobhala esifanelekileyo
- Ulwazi Iwekhompyutha (MS Word).
- Ikhowudi B yePhepha-mvume lokuqhuba
- 5-8 iminyaka yamava afanelekileyo enamava okongamela
- Ukukwazi ukufunda, ukubhala kunye nokuqonda ubuncinane iilwimi ezi-2 ezsenthethweni zaseNtshona-Koloni.

UBUCHULE:

- Unxibelewano olubhaliweyo kunye nolomlomo Ingqalelo kwinkcukacha, Impembelelo, Imigaqo yokuziphatha ngokusesikweni nobuNgcali.
- Ulwazi lambutho, Ukusombulula INgxaki, uCwangciso noLungiselelo.
- linkqubo zoshishino, UseTyenziso Iwetekhnoloji, ukuSetyenziswa koLwazi & noHlalutyo.
- Ubudlelwane phakathi kwabantu,Ukuqhelaniswa nonikezeloo IweeNkonzo nokuqhelaniswa nabaThengi kunye nokuGxila kubaThengi.
- Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Isakhono sokuqonda, Ukuqhelaniswa nokuFundu
- Impembelelo neFuthe, Ukuqhelaniswa neQela, Ukubeka umkhombandlela,ukuqequesha nokuThantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA

- Ukuqinisekisa ukuba inkaso yenksaso iyasebenza kwayengempumelelo.
- Ukuqinisekisa ukuba indawo ekugcinwa kuyo ulwazi olufakwe kwikhompyutha IwezeZindlu zePhondo ihlaziyiwe kwaye igcinwa ngokuqhubekayo
- Ukuqinisekisa ukuba umsebenzi woonobhala osebenzayo nonempumelelo uyabonelelwua ukuphucula iinjongo zonikezeloo Iwenkonzo.
- Ukuqinisekisa ukuba ukusebenza kwecandelo kufakwe kwinkqubo ye-Ignite.
- Ukuqinisekisa ukuba uhlahllo Iwabiwo-mali oluchanekileyo lulungiselelwua ngokunxulumene neemfuno ezivumela ukuba icandelo libe negalelo ngokufanelekileyo ekuhlangabezaneni neenjongo zophuhliso nokugcina umgangatho nobulunga bonikezeloo Iwenkonzo
- Ukuqinisekisa ukuba umjelo ofanelekileyo wonxibelewano uyasekwa Phakathi koluNtu, amagosa ezopolitiko nabanye abathathi-nxaxheba.
- Ukuqinisekisa ukuba inkaso yensiwa ifumanekе ukuze kuphunyezwe iinjongo zonikezeloo Iwenkonzo nemigangatho.

- ukuqinisekisa ukusebenza ngempumelelo kwenkxaso yolawulo kwicandelo lezeMali.
- Ukuqinisekisa imeko ekhoyo evumela ukukhuthaza nokugcina amanqanaba enkuthazo, imiba efana nokuvelisa, ukusebenza, kune qhubela phambili kune nokugcinwa komgangatho wobomi bokusebenza.

IMIQATHANGO EYODWA EQHOTYOSHWE KWISIKHUNDLA

- Izakhono ezifanelekileyo zonxibelewano ngomlomo nezibhaliwego.
- Izakhono ezibalaseleyo zokubhala ingxelo.
- Ukukwazi ukulawula iimeko zoxinzelelo.
- Izakhono zoluNtu ezifanelekileyo.
- Ukukwazi ukulawula iimeko zongquzulwano.
- Ukukwazi ukubeka iliso kune nokulawula uhlahlo lwabiwo-mali.
- Ulwazi oluphangaleleyo Iwentengo yempahla karhulumente neenkubo zengcaciso zesiniki maxabiso.
- Ulwazi jikelele IweMithetho kaMasipala.
- Ulwazi oluphangaleleyo Iwemithetho nemigaqo yezidlu kaZwelonke neyePhondo
- Ulwazi oluphangaleleyo Iwe- IDP.

IMIBUZO: NKSK W MENTOR (044 802 2020)

IMIYALELO KUBAFAKI- SICELO

Abaftaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni egcwaliswe onke amacandelo kune neCV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso zemfundo, isazisi, kune nephepha- mvume lokuqhuba, ukuba kufanelekile. Izcicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye IwePDF kwa-recruitment@george.gov.za. lifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla we **30 EYESILIMELA 2023** ngeye-12:00 emini. **Abaftaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kune negama lesikhundla kumgca wesihloko se-imeyilli.**

Zizicelo ezifakwe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo.

Ukurhwetyeshwa kooCeba kune okanye amagosa.

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abaggatswa abafakwe kuluhlu olufutshane bayu kufakwa kwinkqubo yohlolo nophononongo Iwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abaggatswa bayavuma ukuba kwensiwe uphononongo Iwemvelaphi

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamatubu alinganayo ohambelanomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kune

noLungelewaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nenzala.

UMHLA WOKUVALWA: 30 EYESILIMELA 2023