

EXTERNAL CIRCULATION

DIRECTORATE: ELECTRO-TECHNICAL SERVICES

POST DESIGNATION: CHIEF ADMINISTRATION OFFICER

PERMANENT APPOINTMENT

WC0440501

REFERENCE: 2706759

Salary : R 445 728 – R 578 580 per annum T13
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant three-year tertiary qualification, preferably a National Diploma or B degree
- Computer Literacy: MS Office
- Code B driver's license
- Minimum 8 years' or more relevant experience of which 2 years must be at supervisory level

COMPETENCIES:

- Written and oral communication
- Attention to detail
- Influencing
- Ethics and Professionalism
- Organisational Awareness
- Problem Solving
- Planning and Organising
- Business Processes
- Use of Technology
- Data Processing & Analysis
- Interpersonal Relationships,
- 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:

- Control the functioning of the administrative processes and provide information and guidance on work methods and statistical information
- Address various issues channelled to the administrative section that requires attention effectively and professionally
- Effectively control the appointment of contractors, continuation of maintenance contracts and to ensure that tender conditions are met
- Ensure that all the sequences of the budget compilation process are followed during the planning and compilation phase
- Ensure a sound and well controlled financial and budget management process for the

department

- Ensure that all information required is applied and shared with all role players
- Ensure the protection of departmental assets and that claims are instituted treated and followed up as per prescribed procedures
- Ensure that the correct procedures are followed during the disposal of redundant items
- Ensure that stock levels are maintained and that stock is issued correctly
- Ensure the effective functioning of the administrative section through the positive interaction with subordinates
- Ensure an effective flow of work through liaison and communication with various relevant parties

ENQUIRIES: MR KOBUS WILKEN (044-801 9222)

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 ElectrotechPosts@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 **[02 October 2023]** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

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: [02 October 2023]

VACANCY VAKATURE



SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZOMBANE NOBUGCISA

IGAMA LESIKHUNDLA: IGOSA ELIYINTLOKO LOLAWULO

UKUQESHWA NGOKUSISIGXINA

WC0440501

IREFERENSI: 2706759

Umvuzo : R 445 728 – R 578 580 ngonyaka T13
Iinzuzo ezongezelelweyo zeNkonzo : Uncedo lonyango, Umhlalaphantsi, Isibonelelo seNdlu
(ngokuxhomekeke kwiimfuneko ezimiseliweyo)
Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela

IIMFUNENKO EZINCINANE:

- Isiqinisekiso esifanelekileyo seminyaka emithathu, kukhethwa iDiploma yeSizwe okanye Isidanga seB
- Ulwazi lwekhompyutha: MS Office
- Ikhawudi B yePhepha -mvume lokuqhuba
- Ubuncinane beminyaka esi-8 okanye ngaphezulu yamava afanelekileyo isibini kuyo kufuneka ibe kwinqanaba lokoNgamela

UBUCHULE:

- Unxibelelwano olubhaliweyo kunye nolomlomo
- Ingqalelo kwinkcukacha
- Impembelelo
- Imigaqo yokuziphatha ngokusesikweni kunye noBugcisa
- Ulwazi loMbuthe
- Ukusombulula ingxaki
- Ucwangciso noLungiselelo
- Iinkqubo zoShishino
- Ukusetyenziswa kweTekhnoloji
- Ukusetyenziswa koLwazi & noHlalutyo
- Ubudlelwane phakathi kwabantu
- Ukuqhelaniswa nokunikezelwa kweenkonzo
- Uqhelaniso lwabaXumi kunye nokugxila kuBathengi
- Ukuziqhelanisa nentshukumo
- Ukomelela
- Ukulungela inguqu
- Isakhono sokuqonda
- Uqhelaniso lokufunda
- Impembelelo nefuthe
- Ukuziqhelanisa neQela
- Ukubeka uMkhombandlela
- Ukuqeqesha nokuthantamisa

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Lawula ukusebenza kweenkqubo zolawulo kwaye ubonelele ngolwazi kunye nesikhokelo kwiindlela zokusebenza kunye nolwazi lweenkcukacha-manani.
- Jongana nemiba eyahlukeneyo ebhekiswe kwicandelo lolawulo efuna ingqwalasela esebenzayo enikezelwa ngobuchule.
- Lawula ngokukuko ukuqeshwa kweekontraka, ukuqhubeka kweekontrakthi zolondolozo nokuqinisekisa ukuba imiqathango yesiniki maxabiso iyafezekiswa.
- Qinisekisa ukuba zonke iinkqubo zokuqulunqwa kohlahlo lwabiwo-mali ziyalandelwa ngexesha lesigaba socwangciso kunye nesigaba soqulunqo.
- Qinisekisa ngenkqubo yolawulo lwemali nohlahlo lwabiwo-mali efanelekileyo nelawulwa

kakuhle yesebe.

- Qinisekisa ukuba lonke ulwazi olufunekayo luyasetyenziswa kwaye kwabelwana ngalo nabo bonke abathathi-nxaxheba.
- Qinisekisa ukukhuselwa kwee-aseethi zesebe nokuba amabango afakiwe aphantsi kwaye alandelwe ngokwemigaqo emiselweyo.
- Qinisekisa ukuba kulandelwa iinkqubo ezichanekileyo ngexesha lokulahlwa kwezinti ezingasafunekiyo.
- Qinisekisa ukuba amanqanaba empahla egciniweyo ayagcinwa kwaye impahla egciniweyo ikhutshwa ngokuchanekileyo.
- Qinisekisa ukusebenza ngempumelelo kwecandelo lolawulo ngentsebenziswano efanelekileyo nabasebenza ngaphantsi kwakho.
- Qinisekisa ukuhamba okusebenzayo komsebenzi ngokudibana kunye nokunxibelelana namaqela ahlukeneyo afanelekileyo.

IMIBUZO: MNU KOBUS WILKEN (044- 801 9222)

IMYALELO KUBAFKI- ZICELO

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-ElectrotechPosts@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wama- **02 eyeDwarha 2023** ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili. Abafaki zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.**

Zizicelo ezingeniswe 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 kunye /okanye amagosa.

Ukungathotyelwa kwemyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla 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

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

UMHLA WOKUVALWA: [02 eyeDwarha 2023]