

EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTIES

POST DESIGNATION: PROJECT COORDINATOR ECONOMIC DEVELOPMENT

PERMANENT APPOINTMENT

WC0444391

REFERENCE: PROJCOLED 09/2023

Salary : R 335 328 – R 435 288 per annum T11
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant Tertiary Qualification in Project Management
- Code B driver's License
- Computer Literacy (MS Office)
- 2 - 5 years' relevant experience

COMPETENCIES:

- Core Professional Competencies - Written and 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 and Analysis.
- Public Service Orientation Competencies - Interpersonal Relationships, Communication, Service Delivery Orientation, 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, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Co-ordinate LED projects in conjunction with various role players.
- Achieve economic growth and development objectives relating to SMME development and entrepreneurship support.
- Determine and initiate the skills development needs and programs for the establishment of SMME's.
- Identify and motivate economic development and community projects to Council for approval.
- Oversight of daily activities within the Economic Development Department.
- Ensure that there is no wasteful, irregular, and unauthorized expenditure of public financial resources and that value for money is realized in the execution of all projects.
- Ensure that the department has the required capacity and skills to successfully implement projects within allocated timeliness.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must work overtime after office hours when required.
- Must have excellent interpersonal abilities to communicate with a wide spectrum of people.
- Must be willing to work in inclement weather conditions per occasion.
- Must have leadership and management abilities to perform successfully in the post.
- Required to be in good health to carry out duties.
- Undertake extensive travelling within and out of George.

ENQUIRIES: Mr. L BOMVANA (044 801 9471)

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 HumansettlementsPosts@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 SEPTEMBER 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: 30 SEPTEMBER 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHULISO NEEPROPATI

IGAMA LESIKHUNDLA: UMQUQUZELELI WEPROJEKTHI UPHUHLISO LOQOQOSHO

UKUQESHWA NGOKUSISIGXINA

WC0444391

IREFERENSI: PROJCOLED 09/2023

Umvuzo : R 335 328 – R 435 288 ngenyanga T11

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

IIMFUNEKO EZINCINANE:

- Isiqinisekiso seMfundo ePhakamileyo esifanelekileyo kuLawulo lweProjekthi
- Ikhawudi B yePhepha -mvume lokuqhuba
- Ulwazi lwekhompyutha (MS Office)
- 2-5 Iminyaka yamava afanelekileyo

UBUCHULE:

- Ubuchule obungundoqo boBungcali - Unxibelelwano olubhaliweyo kunye noNxibelelwano lomlomo, Inggalelo kwinkcukacha, Impembelelo, Imigaqo yokuziphatha ngokusesikweni nobuchule, Ulwazi loMbutho, Ukusombulula iNgcaki, uCwangciso noLungiselelo.
- Ubuchule bokusebenza - linkqubo zoshishino, Usetyenziso lwethekhnoloji , Ukusetyenziswa koLwazi & noHlalutyo.
- Ubuchule bokuqhelaniswa neNkonzo zoLuNtu- Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nonikezelo lweenkonzo, Ukuqhelaniswa nabaXumi nokuGxila kubaThengi Ubuchule boMntu- Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Isakhono sokuqonda, Ukuqhelaniswa nokufunda.
- Ubuchule boLawulo/ bobuNkokheli - : Impembelelo nefuthe, Ukuqhelaniswa neQela, Ukubeka Umkhombandlela, Ukuqeqesha kunye nokuThantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukulungelelaniswa kweprojekthi ze-LED ngokubambisana nabathathi-nxaxheba abohlukeneyo.
- Ukufezekiswa kohlumo loqoqosho kunye neenjongo zophuhliso ezinxulumene nophuhliso lweeSMME kunye nenkxaso yoburhwebi.
- Ukumisela kunye nokuqalisa iimfuno zophuhliso lwezakhono kunye neenkqubo zokusekwa kweeSMME's.
- Ukwalatha nokukhuthaza uphuhliso loqoqosho kunye neprojekthi zoluNtu kwiBhunga ukuze zamkelwe.
- Ukongamela imisebenzi yemihla ngemihla phakathi kwiSebe loPhuhliso loQoqosho.
- Qinisekisa ukuba akukho nkcitho, ingekho mgangathweni, nengagunyaziswanga yemithombo yeemali zoluNtu kunye nokuba ixabiso lemali liyafezekiswa ekuqhutyweni kwazo zonke iiprojekthi.
- Qinisekisa ukuba isebe linokuba nakho okufunekayo kunye nezakhono zokuphumeza ngempumelelo iiprojekthi ngexesha elibekiweyo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Kufuneka usebenze ixesha elongezelelekileyo emva kweeyure zomsebenzi xa kuyimfuneko.
- Kufuneka ube nesakhono esibalaseleyo sokusebenzisana nabantu ukuze unxibelelane noluhlu olubanzi lwabantu.
- Kufuneka akulungele ukusebenza kwiimeko zemozulu ezimbi ngesihlandlo ngasinye.

- Kufuneka ube nesakhono sobunkokeli kunye nesakhono sokuphatha ukuze usebenze ngempumelelo kwisikhundla.
- Kufuneka ube sempilweni ukuze ukwazi ukwenza imisebenzi.
- Ukuthatha uhambo olude ngaphakathi nangaphandle kweGeorge.

IMIBUZO: Mnu L BOMVANA (044 801 9471)

IMIYALELO KUBAFAKI- 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-HumansettlementsPosts@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **30 eyoMsintsi 2023** ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kungca wesihloko semeyili. 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 kwemiyalelo 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 30 eyoMsintsi 2023