

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**POST DESIGNATION: EXECUTIVE SUPPORT SERVICES (OFFICE OF THE MUNICIPAL MANAGER)**

**PERMANENT APPOINTMENT**

**WC0444389**

**REFERENCE: 2890945**

**Salary** : R 284 064 – R368 700 per annum T10 (subject to TASK JE outcome)  
**Additional Service Benefits** : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy: MS Office
- A relevant secretarial certificate
- Valid code B drivers' licence
- Minimum 5 years' experience with supervisor experience

### COMPETENCIES:

- Written and oral communication
- Attention to detail
- Influencing
- Ethics and professionalism
- Organisational awareness
- Problem solving
- Planning & organising
- Business processes
- Use of technology
- Data processing and 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:

- Provide a professional executive support services to the Office of the Municipal Manager and ensure that all commitments and matters requiring the attention of the Municipal Manager are dealt with according to urgency and schedule.
- Responsible to assist with managing the daily operations and functioning of the office and provide support by prioritising daily functions according to strict timelines and importance to ensure that deadlines are met.
- Assist in managing the administrative functions in the Office of the Municipal Manager and provide a personal support service through assistance of a varied nature.

- Ensure that adequate support is available so that all activities are coordinated and implemented to the required standard and to uphold the professionalism and image of the Office of the Municipal Manager.
- Coordinate, manage and attend to the commitments of the Office of the Municipal Manager at all times through extensive communication and liaison with various stakeholders / role players / clients / other spheres of government.
- Promote the efficiency and professionalism of the Municipality, specifically the Office of the Municipal Manager, by communicating and interacting with various internal and external clients, and to strive towards the betterment of client and business partner relationships.
- Attend to requests and complaints, often of a complex and varied nature, received from internal and external clients.
- Ensure compliance with policies and standard operating procedures for procurement of goods and services, whilst implementing financial controls.
- Responsible for all the travel arrangements, booking accommodation and S&T claims for the attendance of official meetings, seminars and conferences in line with Council policy.
- Planning and organising special events for the Office of the Municipal Manager.
- Attend meetings and take minutes and ensure the timely circulation of agendas and minutes.
- Attend to the administrative requirements with respect to the preparation, typing, circulation and recordkeeping of correspondence with financial administration.

### **CONDITIONS ATTACHED TO THE POST**

- Ability to communicate in at least two of the three official languages of the Western Cape
- Ability to use own initiative, high attention to detail and good follow-up skills
- Excellent verbal and written communication skills
- Must be tactful, assertive and responsible
- Ability to perform under pressure, with frequent interruptions, and meet deadlines
- Ability to handle high volumes of correspondence and documents
- Must have a high level of integrity and ability to handle confidential information
- Must have excellent administrative and organisational skills
- Must be able to do independent research
- Willingness to learn and adapt to changing circumstances
- Must have knowledge of protocol issues applicable to both national and international dignitaries
- Must have regard for customer needs and meeting quality standards for services
- Must be professional and client/service oriented
- Must be able to work independently with minimal supervision / as well as in a team

### **ENQUIRIES: MS T DU PLOOY (044 – 801 9069)**

### **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 [MMofficePosts@george.gov.za](mailto:MMofficePosts@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 **[08 November 2023]** at 16:30 pm. **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: [08 NOVEMBER 2023]**

## SIJIKELIZISWA NGAPHANDLE

**ICANDELO LOLAWULO: I-OFFISI YOMPHATHI KAMASIPALA**  
**IGAMA LESIKHUNDLA: IINKONZO ZENKXASO YOMPHATHI (I-OFFISI YOMPHATHI KAMASIPALA)**  
**UKUQESHA NGOKUSISIGXINA**  
**WC0444389**

**IREFERENSI: 2890945**

**Umvuzo** : R 284 064 – R368 700 ngonyaka T10 (ngokuxhomekeke  
kwiziphumo zeTASK JE)

**linzuzo ezongezelweyo zeNkonzo:** Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu  
(ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi  
ye-13 kunye ne -Inshurensi yoBomi beQela.

### IIMFUNENKO EZINCINANE

- IBanga le-12
- ULwazi lweKhompyutha: MS Office
- Isiqinisekiso sikanobhala esifanelekileyo
- Ikhawudi B yephepha-mvume lokuqhuba elisemthethweni
- Ubuncinci beminyaka emi-5 yamava kunye namava okuba ngumongameli

### UBUCHULE

- Unxibelelwano olubhaliweyo nolomlomo
- Inggalelo kwiinkcukacha
- Impembelelo
- Iindlela zokuziphatha ngokusesikweni kunye nobungcali
- ULwazi lombutho
- Ukusombulula ingxaki
- Ucwangciso nolungiselelo
- Iinkqubo zoshishino
- Ukusetyenziswa kobuchwepheshe
- Ukusetyenzwa nohlalutyo lolwazi
- Ubudlelwane phakathi kwabantu
- Ukuqhelaniswa nokunikezelwa kwenkonzo
- Ukuqhelaniswa nabaxumi kunye nokugxila kubathengi
- Ukuziqhelanisa nentshukumo
- Ukomelela
- ukulungela inguqu
- Isakhono sokuqonda
- Ukuqhelaniswa nokufunda
- Impembelelo nefuthe
- Ukuziqhelanisa neqela
- Ukubeka umkhomba ndlela
- Ukuqeqesha kunye nokuthantamisa

### IINDAWO EZINGUNDOQO ZOKUSEBENZA

- Bonelela ngeenkonzo zenkxaso yobungcali kwi-Ofisi yoMphathi kaMasipala kwaye uqinisekise ukuba zonke izibophelelo nemiba efuna ingqalelo yoMphathi kaMasipala kujongwana ngokungxamisekileyo nangesicwangciso-nkqubo.
- Unoxanduva lokuncedisa ekulawuleni imisebenzi yemihla ngemihla nokusebenza kweofisi nokubonelela ngenkxaso ngokubeka phambili imisebenzi yemihla ngemihla ngokwexesha elingqingqwa nokubaluleka kokuqinisekisa ukuba imihla ebekiweyo iyahlangatyezwa.

- Ncedisa ekulawuleni imisebenzi yolawulo kwi-Ofisi yoMphathi kaMasipala kunye nokubonelela ngenkonzo yenkxaso yobuqu ngoncedo oluhlukeneyo.
- Qinisekisa ukuba inkxaso eyaneleyo iyafumaneka ukuze yonke imisebenzi ilungelelaniswa kwaye iphunyezwe kumgangatho ofunekayo kunye nokuxhasa ubungcali kunye nomfanekiso we-Ofisi yoMphathi kaMasipala.
- Lungelelanisa, ulawule kwaye uhoje izibophelelo ze-Ofisi yoMphathi kaMasipala ngawo onke amaxesha ngonxibelelwano olubanzi kunye noqhagamshelwano nabachaphazelekayo abahlukeneyo/abathathi-nxaxheba/abaxumi/namanye amanqanaba karhulumente.
- Khuthaza ukusebenza kakuhle nobungcali bukaMasipala, ngokukodwa i-Ofisi yoMphathi kaMasipala, ngokunxibelelana kunye nokusebenzisana nabaxumi abohlukeneyo bangaphakathi nabangaphandle, nokuzabalazela ukuphuculwa kobudlelwane phakathi kwabaxumi kunye namaqabane oshishino.
- Qwalaselwa kwezicelo nezikhalazo, amaxesha amaninzi ezintsonkothileyo nezahlukeneyo, ezifunyenwe kubaxumi bangaphakathi nabangaphandle.
- Qinisekisa ukuthotyelwa kwemgaqo-nkqubo kunye neenkqubo ezisemgangathweni zokusebenza zokuthengwa kwempahla kunye neenkonzo ngelixa kumiliselwa ulawulo lwemali.
- Unoxanduva lwawo onke amalungiselelo ohambo, ukubhukisha indawo yokuhlala kunye namabango e-S&T okuzimasa iintlanganiso ezisemthethweni, iisemina neenkomfa ngokuhambelana nomgaqo-nkqubo weBhunga.
- Ukucwangcisa nokuququzelela imisitho eyodwa ye-Ofisi yoMphathi kaMasipala.
- Zimasa iintlanganiso kwaye uthathe imizuzu kwaye uqinisekise ukuhanjiswa kwangethuba kwee-ajenda nemizuzu.
- Qwalaselwa kweemfuneko zolawulo ngokumalunga nolungiselelo, ukuchwetheza, ukusasazwa nokugcinwa kwembalelwano ezinolawulo lwemali.

#### **IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA**

- Ukubanakho ukunxibelelana ubuncinane ngeelwimi ezimbini kwezintathu ezisemthethweni zaseNtshona Koloni
- Ukukwazi ukusebenzisa inyathelo lokuqala, ingqwalasela ephezulu kwiinkcukacha kunye nezakhono ezifanelekileyo zokulandela
- Izakhono ezigqwesileyo zokuthetha nokubhala
- Kufuneka ube nobuchule, uqine kwaye uthathe uxanduva
- Ukukwazi ukwenza phantsi koxinzelelo, ngokuphazamiseka rhoqo, kunye nokuhlangabezana nemihla ebekiweyo
- Ukukwazi ukuphatha imiqulu yomthamo ophezulu yembalelwano kunye namaxwebhu
- Kufuneka ube nomgangatho ophezulu wentembeko namandla okuphatha ulwazi oluyimfihlo
- Kufuneka ube nezakhono ezigqwesileyo zolawulo nezoququzelelo  
Kufuneka ube nakho ukwenza uphando oluzimeleyo
- Ukuvuma ukufunda nokuziqhelanisa nokutshintsha kweemeko
- Kufuneka ube nolwazi ngemiba yemithetho yokuziphatha esebenza kuzo zombini izidwangube zesizwe nezamazwe ngamazwe
- Kufuneka uthathele ingqalelo iimfuno zabathengi kunye nokuhlangabezana nemigangatho yobulunga beenkonzo
- Kufuneka ube nobungcali kunye nokuziqhelanisa nabaxumi/neenkonzo
- Kufuneka ube nakho ukusebenza ngokuzimeleyo ngokubekwa esweni okuncinane / ngokunjalo naseqeleni.

## **IMIBUZO: NKS T DU PLOOY (044 – 801 9069)**

### **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- [MMofficePosts@george.gov.za](mailto:MMofficePosts@george.gov.za).. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, [www.george.gov.za](http://www.george.gov.za) kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **08 eyeNkanga 2023** ngeye-16:30. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili.**

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 ohambelananomthetho-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: [08 EYENKANGA 2023]**