

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES

POST DESIGNATION: SPECIAL WORKMAN X2

PERMANENT APPOINTMENT

WC444000; WC444001

REFERENCE: COMMT7 03/11/2023

Salary : R 199 032– R 258 339 per annum T7
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 11 or equivalent N2 level certificate
- 2- 3 years relevant experience

COMPETENCIES-

- **Core Professional Competencies**-Managing Work, Planning and Organizing
- **Functional Competencies** – Facility Specific Skills, Workplace Safety
- **Public Service Orientation Competencies**- Interpersonal Relationships, Communication, Service Delivery Orientation
- **Personal Competencies**- Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct
- **Managing/Leadership Competencies**-Direction Setting, Impact and Influence, Team Orientation, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure that the sports grounds, buildings, amenities, and equipment is kept in a good and functional manner to use for community events.
- Ensure that the premises is always in a neat and well-kept state and that all facilities is in a good working order.
- Ensure that all the landscaped areas is in a good condition and well maintained.
- Ensure that the sports fields and all amenities is in a well-kept condition and every effort is made to assist the clients.
- Ensure that Handymen, EPWP workers and service providers performs the functions as allocated.
- Provide a fully functional administration with statistical record keeping.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate in at least two of the three official languages of the Western Cape
- Must have supervisory skills.
- Acceptable standard of communication and interpersonal skills
- Ability to work independently.
- Ability to prioritise.
- Ability to handle stress.

- Ability to handle difficult situations.
- Must not have fear of heights.
- Ability to work in adverse weather conditions.
- Must be able to perform standby duties and work overtime as required.

ENQUIRIES: MR G CAMPHER 044 801 9488

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 Communityposts@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 **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: 07 December 2023

SIJIKELIZISWA NGAPHAKATHI

ICANDELO LOLAWULO: IINKONZO ZOLUNTU

IGAMA LESIKHUNDLA: UMSEBENZI OKHETHEKILEYO X2

WC444000; WC444001

IREFERENSI: COMMT7 07/04/2023

Umvuzo : R 199 032 – R 258 336 ngonyaka T7
Iinzuzo Ezongezelelweyo zeNkonzo : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu /sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela.

IIMFUNeko EZINCINANE:

Ibanga le-11 okanye isiqinisekiso semfundo sasemva kwematriki kunye Iminyaka emi-2- 3 yamava afanelekileyo

UBUCHULE-

- **Izakhono zoBungcali ezingundoqo-** Ukulawula Umsebenzi, uCwangciso noLungiselelo
- **Ubuchule bokusebenza** – Izakhono eziZodwa kwiZiko, Ukhuseleko lwasemsebenzini
- **Ubuchule bokuqhelaniswa neNkonzo yoLuNtu** – Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa noNikezelo lweenkonzo
- **Ubuchule bomntu-** Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Ukuqhelaniswa nokufunda, Ukusombulula iNgxaki, Uxanduva kunye nemigaqo yokuziphatha ngokusesikweni
- **Ubuchule bokuLawula/bobunkokheli-** Ukubeka umkhomba ndlela, Impembelelo nefuthe, Ukuqhelaniswa neqela, uQeqesho kunye nokuthantamiswa

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukuqinisekisa ukuba amabala emidlalo, izakhiwo, izibonelelo, kunye nezixhobo zigcinwa ngendlela efanelekileyo nesebenzayo ukuze zisetyenziswe kwimisitho yasekuhlaleni.
- Ukuqinisekisa ukuba izakhiwo nomhlaba wazo soloko zikwimeko entle kwayezigcinwe kakuhle kwaye onke amaziko asebenza kakuhle.
- Ukuqinisekisa ukuba zonke iindawo ezinembonakalo yomhlaba zikwimeko entle kwaye zigcinwe kakuhle.
- Ukuqinisekisa ukuba amabala emidlalo nazo zonke izinto eziluncedo zigcinwa zikwimeko entle kwaye kwenziwa zonke iinzame zokunceda abaxumi.
- Ukuqinisekisa ukuba abasebenzi Abanobuchule bokwenza imisebenzi yeentlobo ngeentlobo, abasebenzi be-EPWP nababoneleli ngeenkono bayayenza imisebenzi njengoko beyabelwe.
- Ukubonelela ngolawulo olusebenza ngokupheleleyo ngokugcinwa kweenkcukacha-manani.

IMIQATHANGO EYODWA:

- Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini ezisemthethweni zaseNtshona Koloni
- Kufuneka ube nezakhono zokongamela
- Umgangatho owamkelekileyo wonxibelelwano kunye nezakhono zokusebenzisana nabantu
- Ukukwazi ukusebenza ngokuzimeleyo.
- Ukukwazi ukubeka izinto ngokubaluleka kwazo.
- Ukukwazi ukumelana noxinzelelo.

- Ukukwazi ukusebenza phantsi kwemeko zemozulu ezimbi.
- Kufuneka ube nakho ukwenza imisebenzi yokuhlala ulindile nokusebenza ixesha elongezelelekileyo njengoko kufuneka

IMIBUZO: Granville Campher (044 – 801 9488)

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni kunye neCV ebanzi, iikopi eziqinisekisiweyo zeziqinisekiso, isazisi. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa- communityposts@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wama 07 eyoMnga 2023 ngeye-16:30 emini.

Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yerferensi kunye negama lesikhundla kumgca wesihloko se-imeyili.

Zizicelo ezingeniswe ngesandla kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni

- 1. Ukungangeniswa kweekopi zeziqinisekiso zemfundo/ irekhodi.**
- 2. Ukungasebenzisi ifomu yesicelo esemthethweni**
- 3. Ukuhwebesha ngeenjongo zokuba uqeshwe.**
- 4. Ukungeniswa kweziqinisekiso zobuqhophololo kunye/ okanye amaxwebhu.**

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.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweentsuku ezingama- 30 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

UMHLA WOKUVALWA: 07 eyoMnga 2023