

## EXTERNAL CIRCULATION

**DIRECTORATE: CIVIL ENGINEERING SERVICES**

**POST DESIGNATION: SENIOR ADMINISTRATOR: PROJECTS**

**PERMANENT APPOINTMENT**

**WC0442276**

**REFERENCE: 28844802**

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

### MINIMUM REQUIREMENTS:

- 5-8 years' relevant experience.
- Grade 12.
- 1 year project management certificate or B-Tech or Post Graduate Diploma in project management.
- Computer Literacy: MS Office.

### COMPETENCIES:

- Written Communication.
- Oral Communication.
- Influencing.
- Organisational Awareness.
- Problem Solving.
- Planning and Organising.
- Use Technology.
- Attention to detail.
- Project Management.
- Data Processing & Analysis.
- Interpersonal Relationships.
- Communications.
- Services 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:

- Ensure that statistical data and information on contracts and projects is made available and accurately interpreted through the provision of adequate and clear reporting.
- Provide efficient and effective project management services across the project life cycle

- to the Project Manager/Senior Project Manager/Programme.
- Ensure that administrative, departmental and municipal procedures and guidelines are applied and complied with in all transactions, activities and sequences associated project management.
  - Ensure that information and records detailing project implementation are updated, maintained and made available to support departmental planning and decision-making processes.
  - Ensure that support is made available to enable accomplishment of service delivery objectives and standards.
  - Ensure that the post's responsibilities regarding interaction and liaison are efficiently executed.

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

- Must work overtime/attend meetings after normal office hours.
- It is imperative that the reporting deadlines of the MIG system, local, provincial and national departments are adhered to.
- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to the supervisor or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

**ENQUIRIES: MR. A VAN MOLENDORFF (044-801 19351)**

#### **INSTRUCTIONS TO APPLICANTS**

Applications must be submitted **electronically** on the e-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under the Job Portal. Applicants must register and apply online on the portal on\_or before **[08 December 2023]** at 16:30pm.

Applicants must attach a formal George municipality job 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 as part of the online application.

**Only online 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 December 2023]**