

EXTERNAL CIRCULATION

**DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTIES POST
DESIGNATION: CAPACITY BUILDING CLERK – 12 MONTH FIXED TERM CONTRACT - GEORGE
(Temporary)
REFERENCE: 3001472**

Salary: R245 000 per annum

MINIMUM REQUIREMENTS:

Grade 12
1 Year administrative experience

PREFERED REQUIREMENTS

Valid Code B Driver's License

COMPETENCIES:

Written and oral communication
Attention to detail
Ethics and Professionalism
Organisational Awareness
Problem Solving
Planning and Organising
Business Processes
Use of technology
Data Processing and Analysis
Interpersonal Relationships
Service Delivery
Client Orientation and customer focus
Action Orientation
Resilience
Change readiness
Learning and Influence
Impact and influence Team
Orientation

KEY PERFORMANCE AREAS:

Liaise with Municipal Officials with the implementation of Housing Consumer Education sessions and the prioritization thereof.
Drafting and distributing of invitation letters to beneficiaries to attend Housing Consumer Education sessions
Arrange Training schedule according to project.
Writing of reports regarding Housing Consumer Education sessions.
Submitting of reports and attendance registers to Municipality and the Department.

Presenting the Housing Consumer Education sessions to beneficiaries in conjunction with Municipalities.

Responsible for logistical arrangements for meetings, workshops etc.

Support and assist Municipalities with the cleaning up of their demand database e.g. completion of registration forms and updating / cleaning of registered applicants.

Draft progress reports with reference to workshop and contact sessions per month in relation to the Western Cape Human Settlement Demand Database.

Perform Socio-economic and occupancy surveys at certain identified subsidy houses.

Collection and delivery of relevant documentation at certain identified subsidy houses.

Drafting reports relating to the progress in verification of beneficiaries, signing of documentation, instructions to conveyancers, the registration of transfers and the handing over of title deeds to beneficiaries

Coordinate related activities between internal (e.g. different components within the municipality) and external (suppliers, beneficiaries and the Department of Human Settlements) stakeholders in support of the Title Restoration Project.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Ability to communicate in at least two of the three official languages. Computer skills.

Organisational skills.

General administrative skills.

Broad knowledge of training in the housing field

Administrative procedures

Broad knowledge of the Housing Code Housing Act 109 of 1997

PROBATION PERIOD: 6 months

ENQUIRIES: Wendy Mentor (044 802-2020)

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, under the Job Portal. Applicants must register and apply online on the [portal on](#) or before **[7 FEBRUARY 2024]** 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: [7 February 2024] AT 16:30PM

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & UPHULISO KUNYE NEEPROPATI

IGAMA LESIKHUNDLA: UNOBHALA WOKUXHOBISA NGEZAKHONO NOLWAZI – ISIVUMELWANO ESIZINZILEYO SEENYANGA EZILI-12 - GEORGE

(Okwexeshana)

IREFERENSI : 3001472

Umvuzo: R245 000 ngonyaka

IIMFUNKO EZINCINANE:

Ibanga le-12

Unyaka omnye-1 wamava kulawulo

IIMFUNO EZIKHETHWAYO

Ikhawudi B yePhepha-mvume

lokuqhuba elisemthethweni

UBUCHULE:

Unxibelelwano olubhaliweyo nolomlomo

Ingqelelo kwinkcukacha

Imigaqo yokuziphatha ngokusesikweni kunye noBungcali

Ulwazi loMbutho

Ukusombulula iNgxaki

uCwangciso noLungiselelo

Iinkqubo zoShishino

Ukusetyenziswa kwetheknoloji

Ukusetyenziswa koLwazi kunye noHlalutyo

Ubudlelwane phakathi kwabantu

Ukunikezelwa kweenkonzo

Ukuqhelaniswa nabaxumi kunye nokugxila kubathengi

Ukuqhelaniswa neNyathelo

Ukomelela

Ukulungela inguqu

Ukufunda kunye nempembelelo

Impembelelo nefuthe

Ukuqhelaniswa neQela

IINDAWO EZINGUNDOQO

ZOKUSEBENZA:

Ukunxibelelana namaGosa kaMasipala ngomilisele lweeseshini zeMfundo yaBasebenzisi bezindlu kunye nokubekwa phambili kwazo.

Ukuyila nokusasazwa kweeleta ezimema abaxhamli ukuba bazimase iiseshini zeMfundo yaBasebenzisi beZindlu. Lungiselela uludwe lwenkqubo yoQeqesho ngokweprojekthi.

Ukubhalwa kweengxelo malunga neeseshoni zeMfundo yaBasebenzisi beZindlu.

Ukungeniswa kweengxelo kunye neerejista zokuzimasa kuMasipala nakwiSebe.

Ukunikezela ngeeseshini zeMfundo zaBasebenzisi bezindlu kubaxhamli ngentsebenziswano nooMasipala.

Unoxanduva lwamalungiselelo eentlanganiso, iindibano zocweyo njl.njl.

Ukuxhasa nokuncedisa ooMasipala ngokucoca uvimba wabo wolwazi webango umz. ukugcwaliswa kweefomu zobhaliso kunye nokuhlaziya / ukucocwa kwabafaki-zicelo ababhalisiweyo.

Uyilo lwengxelo yenkqubela phambili ngokubhekisele kwiindibano zocweyo kunye neeseshini zoqhagamshelwano ngenyanga ngokunxulumene noVimba woLwazi lwebango wokuHlaliswa koLuNtu eNtshona Koloni.

Yenza uphando lwezintlalo noqoqosho kunye nokuhlala kwizindlu ezithile ezalathiweyo zenkxaso-mali.

Ukuqokelelwa nokuhanjiswa kwamaxwebhu afanelekileyo kwizindlu ezithile ezichongiweyo zenkxaso-mali.

Ukuyila iingxelo ezinxulumene nenkqubela phambili yokuqinisekisa abaxhamli, ukusayinwa kwamaxwebhu, imiyalelo kubanikezeli, ukubhaliswa kotshintshelo kunye nokunikezelwa kwamaxwebhu ngelungelo lobumnini kubaxhamli

Ukulungelelanisa imisebenzi enxulumeneyo phakathi abachaphazelekayo bangaphakathi (umz. amacandelo ahlukeneyo kumasipala) nabangaphandle (ababoneleli, abaxhamli kunye neSebe lokuHlaliswa koLuNtu) ekuxhaseni iProjekthi yoBuyiselo lwaMaxwebhu ngelungelo loBumnini.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini kwezi zintathu eziseMthethweni zaseNtshona-Koloni.

Izakhono zekhompyutha.

Izakhono zokulungiselela.

Izakhono zolawulo ngokubanzi.

Ulwazi olubanzi loqeqesho kwinkalo yezindlu .

Iinkqubo zolawulo

Ulwazi oluphangaleleyo loMthetho neMimiselo yeZindlu we- 109 ka-1997

IXESHA LOKULINGWA: linyanga ezi-6

IMIBUZO: Wendy Mentor (044 802-2020)

IMIYALELO KUBAFKI ZICELO

Izicelo kufuneka zingeniswe ngekhompyutha ngoqhagamshelo lwe-intanethi kwisiza sokugaya abasebenzi se-elektroniki, esinokufumaneka kwiwebhusayithi kaMasipala waseGeorge, engu -www.george.gov.za, phantsi kwe-Job Portal. Abafaki izicelo kufuneka babhalise kwaye bafake izicelo nge-intanethi kwi-portal ngomhla okanye ngaphambi komhla wesi-**[7 EYOMDUMBA 2024]** nge-**16: 30 emva kwemini**.

Abafaki-zicelo kufuneka baqhuboshele ifomu yesicelo somsebenzi kamasipala waseGeorge egcwaliswe onke amacandelo kunye neCV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba njengenxalenye yesicelo esingeniswa ngoqhagamshelo lwe-intanethi.

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.

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: [7 eyoMdumba 2024] NGE 16:30 EMVA KWEMINI