

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Financial Services

POST DESIGNATION: Assistant Controller: Electronic Banking - George

(Permanent)

WC0443431

REFERENCE: 3060109

Salary: R252 264 - R327 516 (T9)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 12 and Relevant Certificate
Computer Literacy (MS Office)
5 – 8 Years relevant experience with supervisory 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 & 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, Learning orientation.
Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure that all sequences regarding the handling of electronic, 3rd party and ACB payments have been followed according to Departmental guidelines.
Ensure that the Financial System is operational and functioning effectively.
Ensure that the correct procedures have been followed during the credit refund process.
Ensure that all personnel matters are attended to.
Ensure adherence to procedures and matters and maintenance of statistical information.

SPECIAL CONDITIONS ATTACHED TO THE POST:

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.
Professional proficiency - good knowledge of functional area.
Good knowledge of the financial legislation applicable to local government.
Accuracy and ability to give attention to detail.
Good interpersonal skills and good customer care requirement awareness.
Good administrative and proven numerical skills.
Firm but fair approach.
Ability to function independently without constant supervision.

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ENQUIRIES: Norman Jansen ((044) 801 9014)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-04-05]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

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: [2024-04-05] AT 16:30PM

