

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES
POST DESIGNATION: ASSISTANT SUPERINTENDENT: SPORT - GEORGE
(PERMANENT)
WC0441850
REFERENCE: 3013240

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

MINIMUM REQUIREMENTS:

Grade 12 or relevant post matric qualification
Basic computer literacy: MS Office
2-5 years relevant experience
Driver's License Code B

PHYSICAL REQUIREMENTS

Incumbent must be able bodied and fit

COMPETENCIES:

Core Professional Competencies - Managing work, Planning and Organising
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,
Management / Leadership Competencies - Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

Ensure achievements of goals regarding water quality performance indicators.
Ensure that safety and risk management is carried out in the operation of all sport grounds in the municipal area.
Ensure that all projects are professionally initiated and administered through sound management and coordination.
Ensure that the sport facilities comply with operational standards and requirements.
Ensure the optimal occupation of sport fields and facilities complies with standards and regulations.
Ensure an efficient and capable research function is provided and specific instructions and guidelines are complied with.
Ensure that all equipment is well maintained and in good operating condition and all deviations are immediately attended to.
Ensure accurate operational and maintenance information are kept and available on request.
Ensure administration are kept up to date.
Ensure that the operation of each venue complies with the sport grounds standards as laid down.
Ensure that the budget is utilised efficiently and exercise budgetary control.
Ensure a climate conducive to promoting and sustaining motivational levels, aspects such as productivity, performance and improvements of the quality of work-life is cultivated and maintained.
Ensure that all subordinates are positively orientated for departmental goals to be achieved.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be able to communicate in at least two (2) of the three (3) official languages of the Western Cape.

Must have good interpersonal skills.

Must be able to handle conflict situations.

Must have good communication and interpersonal skills.

Must be able to work under pressure.

Must be reliable and trustworthy.

Must have good leadership and people skills.

Must be willing to perform standby and overtime duties.

Must be willing to work in adverse weather conditions.

PROBATION PERIOD: 6 months

ENQUIRIES: G CAMPHER (044 801 9488)

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 **Job Portal**. Applicants must register and apply on or before **[2024-04-08]** 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:

1. A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
2. All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
3. 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: [2024-04-08] AT 16:30PM