

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POST DESIGNATION: EXECUTIVE SUPPORT SERVICES (OFFICE OF THE MUNICIPAL MANAGER) -

GEORGE

(PERMANENT)

WC0444389

REFERENCE: 2890945

Salary : R 284 064 – R368 700 per annum T10 (subject to TASK JE outcome)
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 12
Computer Literacy: MS Office
A relevant secretarial certificate
Valid code B drivers' licence
Minimum 5 years' experience with supervisory experience

COMPETENCIES:

Core Professional Competencies: Written & 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:

Provide a professional executive support services to the Office of the Municipal Manager and ensure that all commitments and matters requiring the attention of the Municipal Manager are dealt with according to urgency and schedule.
Responsible to assist with managing the daily operations and functioning of the office and provide support by prioritising daily functions according to strict timelines and importance to ensure that deadlines are met.
Assist in managing the administrative functions in the Office of the Municipal Manager and provide a personal support service through assistance of a varied nature.
Ensure that adequate support is available so that all activities are coordinated and implemented to the required standard and to uphold the professionalism and image of the Office of the Municipal Manager.
Coordinate, manage and attend to the commitments of the Office of the Municipal Manager at all times through extensive communication and liaison with various stakeholders / role players / clients / other spheres of government.

Promote the efficiency and professionalism of the Municipality, specifically the Office of the Municipal Manager, by communicating and interacting with various internal and external clients, and to strive towards the betterment of client and business partner relationships. Attend to requests and complaints, often of a complex and varied nature, received from internal and external clients.

Ensure compliance with policies and standard operating procedures for procurement of goods and services, whilst implementing financial controls.

Responsible for all the travel arrangements, booking accommodation and S&T claims for the attendance of official meetings, seminars and conferences in line with Council policy.

Planning and organising special events for the Office of the Municipal Manager.

Attend meetings and take minutes and ensure the timely circulation of agendas and minutes.

Attend to the administrative requirements with respect to the preparation, typing, circulation and recordkeeping of correspondence with financial administration.

CONDITIONS ATTACHED TO THE POST

Ability to communicate in at least two of the three official languages of the Western Cape

Ability to use own initiative, high attention to detail and good follow-up skills

Excellent verbal and written communication skills

Must be tactful, assertive and responsible

Ability to perform under pressure, with frequent interruptions, and meet deadlines

Ability to handle high volumes of correspondence and documents

Must have a high level of integrity and ability to handle confidential information

Must have excellent administrative and organisational skills

Must be able to do independent research

Willingness to learn and adapt to changing circumstances

Must have knowledge of protocol issues applicable to both national and international dignitaries

Must have regard for customer needs and meeting quality standards for services

Must be professional and client/service oriented

Must be able to work independently with minimal supervision / as well as in a team

PROBATION PERIOD: 6 months

ENQUIRIES: MS T DU PLOOY (044 – 801 9069)

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 **[2024-04-03]** 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: [2024-04-03] AT 16:30PM

VACANCY VAKATURE



SIJIKELIZISWA NGAPHANDLE
ICANDELO LOLAWULO: I-OFFISI YOMPHATHI KAMASIPALA

IGAMA LESIKHUNDLA : IINKONZO ZENKXASO KWISIGQEBA (I-OFFISI YOMPHATHI KASIPALA) -
GEORGE
(NGOKUSISIGXINA)
WC0444389
IREFERENSI: 2890945

Umvuzo : R 284 064 – R368 700 ngonyaka T10 (ngokuxhomekeke kwisiphumo se-TASK JE)

IiNzuzo zeNkonzo ezongezelelweyo : Uncedo loNyango, uMhlalaphantsi, iSibonelelo seNdlu (ngokuxhomekeke kwiimfuneko ezimiseliweyo), itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela

IIMFUNENKOKO EZINCINANE:

Ibanga le- 12

Ulwazi lwekhompyutha: MS Office

Isiqinisekiso sikanobhala esinxulumeneyo

Iphapha-mvume lokuqhuba elisemthethweni elingukhowudi B

Ubuncinci beminyaka emi-5 yamava okongamela

UBUCHULE:

Ubuchule bobuNgcali obungundoqo: Unxibelelwano olubhaliweyo nolomlomo, Ingqalelo kwinkcukacha, Impembelelo neMigaqo yokuziphatha ngokusesikweni nobuNgcali, ulwazi loMbutfo, Ukusombulula iNgxaki, Ucwangciso noLungiselelo

Ubuchule bokuSebenza: linkqubo zoshishino, Ukusetyenziswa kweTekhnoloji, Ukusetyenziswa koLwazi & noHlalutyo

Ubuchule bokuQhelaniswa neNkonzo zoLuNtu: Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nokunikezelwa kweNkonzo, Ukuqhelaniswa naba Xumi kunye nokuGxila kuba Thengi

Ubuchule bomNtu: Ukuqhelaniswa neNyathel, Ukomelela, Ukulungela inguqu, Isakhono sokuqiza, Ukuqhelaniswa nokuFunda.

Ubuchule boLawulo/bobuNkokheli: Impembelelo neFuthe, Ukuqhelaniswa neQela, Ukubeka uMkhombandlela, Ukuqeqesho kunye nokuThantamisa

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

Ukubonelela ngeenkonzo zenkxaso yobungcali yesigqeba kwiOfisi yoMphathi kaMasipala kwaye uqinisekise ukuba zonke izibophelelo kunye nemiba efuna ingqwalasela yoMphathi kaMasipala ijongwe ngokungxamisekileyo nangokoluhlu lwenkqubo.

Ukuba noxanduva lokuncedisa ngokulawula imisebenzi yemihla ngemihla kunye nokusebenza kwe-ofisi nokubonelela ngenkxaso ngokubeka ngokubaluleka imisebenzi yemihla ngemihla ngokungqinelana namaxesha angqongqo ekufanelwe umsebenzi wenziwe ngawo nokubaluleka kokuqinisekisa ukuba imihla ebekiweyo.

Ukuncedisa ekulawuleni imisebenzi yolawulo kwi-Ofisi yoMphathi kaMasipala kunye nokubonelela ngenkonzo yenkxaso yobuqu ngoncedo lweendlela ezahlukeneyo

Qinisekisa ukuba inkxaso eyaneleyo iyafumaneka ukuze yonke imisebenzi ilungelelaniswe kwaye iphunyezwe kumgangatho ofunekayo kunye nokuxhasa ubungcali kunye nomfanekiso we-Ofisi yoMphathi kaMasipala.

Ukulungelelanisa, ukulawula nokuhoya izibophelelo ze-Ofisi yoMphathi kaMasipala ngamaxesha onke ngonxibelelwano olubanzi kunye noqhagamshelwano nababandakanyekayo abahlukeneyo / abadlala indima / abaxumi / namanye amanqanaba karhulumente.

Ukukhuthaza ukusebenza kakuhle kunye nobungcali kuMasipala, ngokukodwa i-Ofisi yoMphathi kaMasipala, ngokunxibelelana kunye nokusebenzisana nabaxumi abohlukeneyo bangaphakathi nabangaphandle, kunye nokuzama ukuphuculwa kobudlelwane phakathi kwabaxumi kunye nolwahlulelwano loshishino.

Ukuhoya izicelo kunye nezikhalazo, ezihlala zintsokothile kwaye zinobume obahlukeneyo, ezifunyenwe kubaxumi bangaphakathi nabangaphandle.

Qinisekisa ukuthotyelwa kwemigaqo-nkqubo kunye neenkqubo zokusebenza ezisemgangathweni zokuthengwa kweempahla kunye neenkonzole, ngelixa kuphunyezwa ulawulo lwemali.

Ukuba noxanduva lwawo onke amalungiselelo ehambo, ukubhukisha indawo yokulala kunye namabango e-S&T okuzimasa iintlanganiso ezisemthethweni, iisemina neenkomfa ngokungqinelana nomgaqo-nkqubo weBhunga

Ukucwangcisa nokulungiselela imisitho eyodwa ye-Ofisi yoMphathi kaMasipala.

Ukuzimasa iintlanganiso kunye nokuthatha imizuzu kunye nokuqinisekisa ukujikeleziswa kwangethuba kwee-ajenda nemizuzu.

Ukuqwalasela iimfuno zolawulo malunga nolungiselelo, ukuchwetheza, ukujikeleziswa kunye nokugcinwa kwembalelwano kunye nolawulo lwemali.

IMIQATHANGO EQHOTYOSHELWE KWISIKHUNDLA

Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini kwezintathu eziseMthethweni zaseNtshona Koloni

Ukukwazi ukusebenzisa inyathelo lakho lokuqala, ingqwalasela ephezulu kwiinkcukacha kunye nezakhono ezifanelekileyo zokulandelela

Izakhono ezigqwesileyo zokuthetha nokubhala

Kufuneka ube nobuchule, uqine kwaye ube noxanduva

Ukukwazi ukusebenza phantsi koxinzelelo, kunye nokuphazamiseka rhoqo, kunye nokuhlangabezana nemihla yokugqibela

Ukukwazi ukuphatha imiqulu ephezulu yembalelwano kunye namaxwebhu

Kufuneka ube nenqanaba eliphezulu lokuthembeka kunye nokukwazi ukuphatha ulwazi oluyimfihlo

Kufuneka ube nezakhono ezigqwesileyo zolawulo nezolungiselelo

Kufuneka ube nakho ukwenza uphando ngokuzimeleyo

Ukukulungela ukufunda nokuziqhelanisa nokutshintsha kweemeko

Kumele ube nolwazi lwemiba yemithetho yokuziphatha esebenzayo kubo bobabini abahloniphekileyo belizwe kunye nabamazwe ngamazwe

Kufuneka uthathele ingqalelo iimfuno zabathengi kunye nokuhlangabezana nemigangatho yomgangatho weenkonzole

Kufuneka ube nokuziqhelanisa nobungcali bomxhasi / benkonzo

Kufuneka ube nakho ukusebenza ngokuzimeleyo ngokonganyelwa kancinci / nakwiqela

IXESHA LOKULINGWA: linyanga ezi-6

IMIBUZO: NKSZ T DU PLOOY (044 – 801 9069)

IMIYALELO KUBAFAKI- SICELO(Nceda findisisa kakuhle)

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 ngomhla okanye ngaphambi komhla wama- **[[03 uTshazimpunzi 2024]]** nge-**16: 30 emva kwemini**.

Nceda uqaphele oku kulandelayo xa ufaka isicelo kwiPortal:

- Abafaki-zicelo kufuneka baqinisekise ukuba balandela iziKhokelo zoNcedo ekunokufikelelwa kuzo kwiwebhusayithi phantsi kweJob Portal, ngaphambi kokuba bagcwalise izicelo zabo ze-intanethi ngekhompyutha.
- Abafaki-zicelo kufuneka bajonge kwaye baqinisekise ubume babo bangoku okanye ukuqhubela -phambili yesicelo sabo, ngokubhekisa kwithebhu yabo yebhokisi engaphakathi egcina imiyalezo emitshay kwi-Portal.
- Nceda uqinisekise ukuba zonke iinkcukacha kwibali elifutshane ngobomi bakho zichanekile kwaye onke amaxwebhu ayimfuneko aqhotyoshelwe, phambi kokuba ungenise isicelo sakho somsebenzi.

Abafaki- zicelo kufuneka bagcwalise zonke iinkalo zebali elifutshane lobomi babo ezinyanzelekileyo ngokunyanisekileyo nangokucokisekileyo. Nceda uqinisekise ukuba la maxwebhu alandelayo angeniswa phantsi kwenkalo zezihloko ezichanekileyo:

- I-CV ebanzi (Icacisa imbali yengqesho ephelileyo-isihloko sesikhundla obusibambile/ okuso isigaba sexesha kunye nemisebenzi).
- Zonke izicelo kufuneka zikhatshwe ziikopi eziqinisekisiweyo (ezingekho ngaphezulu kweenyanga ezi-6 ubudala), nguMfungisi.
- Zonke iziqinisekiso ezifanelekileyo kunye neSazisi kufuneka zihambe kunye nesicelo sakho. Iphepha- mvume lokuqhuba kunye nokubhaliswa kunye nequmrhu lobungcali kufuneka lihambe kunye nesicelo sakho kuphela ukuba siyasebenza.

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa

Ixesha lokuqunjelwa konikezelo loncedo kuyo nayiphi na imingeni enxulumene neportal ziintsuku ezimbini (2) zokusebenza. Abafaki-zicelo bayabongozwa ukuba babhalise kwaye bafake izicelo kwangethuba.

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 qaphela, 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.

UMasipala ugcine ilungelo lokungaqeshi.

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: [2024-04-03] AT 16:30PM

