

EXTERNAL CIRCULATION

DIRECTORATE: Civil Engineering Services
POST DESIGNATION: SUPERVISOR DRIVER - George
(Permanent)
WC044 2261
REFERENCE: 3056510

Salary: R199 032 - R258 336 (T7)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 9 or equivalent technical qualification
Code C1 (or higher) + valid PrDP
1-2 years relevant experience

COMPETENCIES:

Core Professional: Problem Solving, Planning and Organising.
Functional: Organisational Awareness, Discipline Specific Skills, People Management, Task Management, Workplace Safety and Budgeting.
Public Service Orientation: Interpersonal Relationships, Communication and Service Delivery Orientation.
Personal: Action and outcome orientation, Resilience Ethics and Accountability.
Management/ Leadership: Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

KEY PERFORMANCE AREAS:

Ensure that water paid for by clients is delivered within the required time frame and according to instructions.
Ensure that control is exercised during the driving of the vehicle.
Ensure that the vehicle is checked and that all defects are reported as required.
Ensure that subordinate staff is well motivated and that interests are attended to in order to maintain a good and healthy work environment.
Ensure that communication channels are used in the transfer of information, advice and instructions.
Ensure that all work is recorded, and that information is processed.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be able to communicate in at least two of the official languages of the Western Cape.
Must have good interpersonal skills.
Must be able to handle conflict situations.
Must have good communication and interpretation skills.
Must be able to work under pressure.
Must be reliable and trustworthy.
Must have good supervisory and people skills.
Required to perform standby and overtime duties. Required to work in adverse weather conditions.

PROBATION PERIOD: 6 months

ENQUIRIES: Tahseen Raiman (044-801 9354)

VACANCY VAKATURE



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 **[2024-03-28]** 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: [2024-03-28] AT 16:30PM

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